



Planning Technician Job Description

The Planning Technician position performs application review of current development projects with a special focus on design reviews. Provides information and assistance to Home Owner Association residents and home owners, design professionals, developers, realtors, contractors and the public on planning, architectural design, and development related matters. The Planning Technician position will report directly to the Association's Building Commissioner and is responsible for:

- Performing site visits with committee members on a routine basis as preparation for routine Covenant Design Review Committee (CDRC) meetings;
- Processing permit applications;
- Reviewing building plans and applications for completeness, assisting and interacting with the applicants and architects.
- Reviewing building plans and applications for conformance to the Rancho Santa Fe governing documents.
- Making presentations on projects to the CDRC;
- Providing assistance to committee members on architectural features, development standards, and proposals
- Researching and providing information on application processing, land use, governing documents, and other related questions from staff, decision-makers, the membership, realtors, and land use professionals;
- Special projects as directed by the Building Commissioner in support or furtherance of Association policies and goals;
- Assisting the Building Commissioner in amending and updating the Regulatory Code and other Association publications, guidelines, procedures and maps;
- Organizing and maintaining Association files regarding general building, planning, and land use projects overseen by the Association;
- Developing and maintaining automated project tracking systems, hard copy files and records;
- Preparing staff reports and recommendations for assigned projects;
- Establishing and maintaining effective working relationships with those encountered in the course of the work;
- Preparing public notices, maps, charts and tables.
- Computer graphics production and general computer training and support to Association staff as applicable
- Understanding and interpreting Geography, Simple Geology, building plans, and Civil Engineering drawings;
- Performing GIS based research and reports.

Qualifications/Requirements:

- Associate degree in Urban Planning, City and Regional Planning, Architecture, landscape architecture, civil engineering, or a related discipline, or equivalent combination of education and experience;
- A valid California class C driver's license;



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- Experience with architectural plan sets, including the ability to understand: site plans, grading plans, landscape plans, floor plans, roof plans, and elevations;
- Ability to create power point presentations and staff reports
- Excellent customer service skills;
- Telephone, office, and online etiquette;
- Effective oral and written communication skills in English;
- Analysis of technical regulations and policy issues;
- Effective public presentations of reports and recommendations
- Ability to oversee multiple projects on a three-week rotating cycle;
- Experience with Microsoft Office products;
- Ability and working knowledge of GIS, in particular with Esri ArcMap and AGOL

Education and/or experience in architectural reviews a plus.

Position Type/ Expected Hours of Work:

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. This position may require additional hours as required for business necessity.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Visits to project sites requires walking on uneven, sometimes rough terrain, sometimes dirt and mud, stepping over obstacles.

Rancho Santa Fe Association is an Equal Employment Opportunity (EEO) employer. We consider all qualified candidates regardless of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, pregnancy, disability or any other protected class under federal, state or local law.

Job Type: Full-time