



City of Laguna Niguel Job Description

PLANNING INTERN PT

Maintenance, Clerical, and Technical Unit
FLSA: Non-exempt

DEFINITION

Provide professional-level staff support to the Current and Advance Planning divisions of the Community Development Department.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision Senior Management staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Assist the public at the Planning Counter.
- ◆ Respond to telephone inquiries.
- ◆ Process discretionary permits; prepare staff reports for review by Management staff.
- ◆ Review projects for compliance with applicable zoning code requirements.
- ◆ Administer the California Environmental Quality Act.
- ◆ Review building permits for zoning code compliance.
- ◆ Maintain land use data and demographic system.
- ◆ Process applications for Special Events and Changed Plans.
- ◆ Review projects for General Plan consistency.
- ◆ Research maps and files for special inquiries.
- ◆ Process permits for home businesses and certificates for use and occupancy for commercial businesses.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Modern office methods, procedures, and computer equipment.

Ability to:

- ◆ Provide responsive and courteous assistance to the public.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Express a willingness to learn and interest in planning as a career.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Some directly related municipal planning experience is desirable.

Completion of completion of the twelfth grade. Completion of, or coursework in pursuit of, planning or related degree.

Licenses:

Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, sit, and walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, talk, or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles.

The noise level in the work environment is usually quiet in the office and moderate in the field.