



**CITY OF HAWTHORNE  
PLANNING TECHNICIAN**  
Class Specification

**JOB SUMMARY**

Under supervision of the Director of Planning and/or designee, the Planning Technician, assists in the operation of the planning activities and performs all other work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following is a list of typical duties assigned to the classification. The duties on this list are examples and are not intended to be all-inclusive or restrictive.*

- Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
- Provides information on land use applications, ordinances, codes, plans, and related planning programs, services, or regulations to architects, engineers, developers, contractors, owners, community groups, and interested persons.
- Works effectively with other city departments, the general public and community agencies concerning matters of land uses and their relation to planning functions.
- Composes written reports.
- Reviews and applies laws and regulations to planning projects.
- Conducts analysis and recommendations based on findings in studies, field observations and public contacts.
- Assists in the evaluation of land use applications and site plans for compliance with applicable local and state laws.
- Coordinates department activities with other departments and agencies as needed.
- Assists in the investigation and recommendations on zoning matters and performs all other related work as required.
- Provides staff support to the Planning Commission as needed and assigned.
- Assists in the evaluation of environmental information; and assists in the recommendation of mitigation measures in order to reduce adverse impacts of development.
- Serves as a member of various staff committees as assigned.
- Attends professional development workshops and conferences to maintain current knowledge of trends and developments in the field of municipal planning.
- Assists other staff members as needed.

**MINIMUM QUALIFICATIONS**

### Education, Training & Experience

- Graduation from high school or GED equivalent.
- Some college coursework completed.
- At least 6 months of experience involving public contact and/or customer service skills.

### Licenses, Certifications and/or other Special Requirements

A valid class C California driver's license and ability to maintain insurability under the City's vehicle insurance policy.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of principles, procedures, standards, practices, information sources and trends as it applies at the municipal level;
- Knowledge of the legal aspects of planning, zoning and subdivision laws;
- Knowledge of environmental analysis and impact report writing basics;
- Knowledge of graphic techniques as it relates to the planning field;
- Ability to communicate effectively both verbally and in writing;
- Ability to operate computer hardware and software to use word processing, spreadsheet, plan checking, and permit software;
- Ability to interpret complex codes and laws;
- Ability to use prudence, tact, and good judgment within general policy and procedure guidelines;
- Ability to effectively communicate clearly and concisely with City officials, developers, the general public, and other clientele;
- Ability to work effectively independently or in a team environment;
- Ability to safely operate a motor vehicle during course of performing duties.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee may frequently drive to specific locations; works outdoors and within office setting. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs and back to occasionally lift and/or move up to 40 pounds. This position also requires the ability to sit for up to three (3) hours at a time. Will use arms to reach and carry and use hands to operate, finger, handle objects and controls. Vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORKING CONDITIONS**

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. The noise level in the work environment is usually quiet.

FLSA Status: Non-Exempt  
Bargaining Unit: HMEA  
Civil Services Status: Classified  
CSC Approval: 12/2025  
Revision(s): December 2025