

## **PLANNING TECHNICIAN**

### **DEFINITION**

Under general supervision, to develop and maintain maps and other geographic source data; to maintain and update the geographic information system (GIS) database; to perform research and gather and organize data to support professional planning and building staff; to perform solid waste assessments and maintain the solid waste assessment roll; to prepare charts, graphs, and illustrations; to perform a variety of technical and office support assignments; to provide information about Department policies and procedures; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a special classification for performing a variety of technical support functions in the Planning and Building Department. Responsibilities include maintaining and updating the geographic information system (GIS) database, performing solid waste assessments, maintaining the solid waste assessment roll, and providing a variety of support for professional planning and building staff.

### **REPORTS TO**

Director of Planning and Building, Assistant Planning Director, Senior Planner and GIS Planner II.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **PLANNING TECHNICIAN - 2**

### **EXAMPLES OF DUTIES**

- Develops map manuscripts for use as source material in the geographic information system (GIS) automation process.
- Collects data from various sources and prepares maps, verifying the accuracy of original material and coding manuscripts with attributes for the geographic information system (GIS).
- Designs, codes, and digitizes maps and/or geographic features for the GIS computer database.
- Establishes procedures to update the GIS database and performs quality control checks to insure the integrity of the data.
- Updates existing maps to reflect changes in boundaries, voting districts, annexations, general plan designations, zoning, general plan constraints, new streets, and new subdivisions.
- Designs and prepares line drawings and graphics, using computer-aided techniques.
- Prepares charts, graphs, brochures, and other presentations.
- Researches, compiles, interprets, and presents information to assist professional planning staff.
- Organizes and maintains the solid waste assessment roll.
- Performs on-site inspections of residential and commercial property for solid waste assessments.
- Reviews maps, legal descriptions, and other data for changes in land use.
- Reviews and evaluates information and data for completeness and accuracy.
- Evaluates and resolves solid waste claims.
- Updates and submits the annual resolution for establishing the solid waste generation fee.
- May represent the County on the Solid Waste Management Task Force.
- May represent the Department at Board of Supervisor Solid Waste Appeal Hearings.
- Develops computer databases to organize and accomplish specific data retrieval tasks.
- provides information to the public, other County staff, and other government agencies; may provide training in the use of the GIS database for other Department staff.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment; occasionally works outside; some exposure to variations in temperature and humidity; continuous contact with staff and the public.

## **PLANNING TECHNICIAN - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Computer mapping, including map projections and scales.
- Operation and maintenance of mapping/graphics equipment employed in the preparation of maps, charts, graphics, and illustrations.
- Solid Waste assessment methods and procedures.
- Accurate delineation of feature locations and boundaries on map manuscripts.
- Geographic Information Systems.
- GIS data entry and digitizing procedures.
- Techniques of data collection, evaluation, and presentation.

#### **Ability to:**

- Perform a variety of technical support assignments in the Planning and Building Department.
- Perform Solid Waste assessments and maintain the Solid Waste Assessment Roll.
- Read and interpret maps and identify characteristics of aerial photographs.
- Collect, interpret, and integrate cartographic data from different sources to prepare map manuscripts.
- Operate computers, digitizers, plotters, and computer mapping (GIS) hardware.
- Perform data entry and digitizing.
- Prepare a variety of charts, graphs, and presentation material.
- Research sources of demographic and geographic data.
- Prepare clear, concise reports.
- Provide training in database automation and digitizing techniques.
- Effectively represent the Planning and Building Department with the public, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships.

## **PLANNING TECHNICIAN - 4**

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

Two (2) years of experience in automated mapping techniques, including experience in data research, organization, and presentation.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.