

## **PLANNING TECHNICIAN I**

### **MAJOR FUNCTION**

This is a technical planning support position providing research of factual information, cartographical, statistical and demographical development as needed. Duties include assisting professional planners in the research and compilation of planning projects involved in various components of the Countywide comprehensive plan or other planning activities.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Utilizes the computerized Geographic Information System to generate and analyze existing and future land use, zoning, population demographics, and development maps for use by County departments and members of the general public in making presentations.
- Assists in the development of the County Geographic Information System; maintains computerized maps related to the Comprehensive Plan.
- Conducts research and gathers data in selected subject areas of planning work.
- Assists in the development of plans, programs, or projects.
- May perform data processing duties, including using available statistical packages or programs to encode and retrieve data.
- Assist the public by providing maps, reports, and other information.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- Cross trains for senior technician tasks.
- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

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### **SUPERVISION**

This position has no supervisory responsibility.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

Two year degree from college or technical school; with three to six months related experience or training; greater years of experience in the field may substitute for a portion of the required education; or equivalent combination of education and experience.

#### **Licenses**

Possession of a valid Florida Divers License.

#### **Certifications**

Urban Regional Information Systems Association (URISA) certification desired.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from clients, customers, and the general public.

#### **Mathematical Skills**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **Problem Solving Abilities**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

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- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.

### **Specialized Skills and Abilities**

- Working knowledge of computers, including word processors, spreadsheets, computerized mapping, and creation maps and graphs utilizing geographical software applications.
- Ability to read and interpret maps, aerial photographs, and legal descriptions.
- Ability to research, prioritize, and analyze data.
- Strong organizational skills and attention to detail.
- Ability to prioritize tasks and meet multiple deadlines.
- Ability to learn new jobs, programs, and procedures from written material.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, drafting tools, 35 mm camera, digitizer, plotter, drafting equipment, cutting instruments, overhead projector, VCR, and other general office equipment, as well as drive a County vehicle, in the completion of the tasks of the position.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, stoop, kneel, crouch, or crawl; be regularly required to sit, use hand to finger, handle, or feel; reach with hands and arms; lift up to 25 pounds; and will frequently be required to talk or hear. Vision requirements are close with color vision and depth perception.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles and outdoor weather conditions. The typical noise level for this environment is moderate.

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Established: 10/99

Pay Grade: 9

Job Description Number: 3061

Category:3

Status: NE

Revised: 2/2004