

COUNTY OF SOLANO
PLANNING TECHNICIAN

DEFINITION

Performs a variety of technical level assignments in support of professional planning staff; develops maps and graphics to be used in land use planning.

CLASS CHARACTERISTICS

This is a journey level, technical classification. Incumbents must become fully aware of the operating procedures and policies of the work unit, and become fully knowledgeable of applicable codes and regulations. Incumbents are expected to perform a full range of duties with only occasional instruction or assistance. Work is normally reviewed on completion and for overall results.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Principal Planner and Department Systems Analyst.

Exercises no supervision.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Provides the Environmental Management Department with accurate and up-to-date thematic, parcel, land use, zoning, political boundary, staff report maps, and other special query maps and graphics for the interpretation and implementation of Land Use Policy and related issues; produces and maintains non-digital and GIS spatial maps and related databases; prepares maps and graphics for planning presentations, public hearings, staff reports and historical map archives.

Researches and collects data from a variety of sources and agencies in a variety of formats.

Reads and interprets blueprints, maps, planning regulations for assisting planning staff and/or responding to inquiries.

Provides information to the public regarding the General Plan, zoning, application procedures, and current projects at the front counter and over the telephone.

Processes minor planning applications and reviews business licenses and building permits for compliance with planning regulations.

Assists in the tabulation and completion of survey and other data.

Inputs information into the appropriate GIS format by using direct software features or by scanning, digitizing paper maps or entering data into formatted database tables; follows the appropriate sequence of GIS software processing.

Prepares maps, signs, transparencies, display graphics, report covers and other graphic art products in support of Planning and related activities; sets up exhibits, materials and equipment needed for public session presentations and other meetings.

Develops and maintains the departmental GIS system using ArcView; updates and edits GIS themes including land use, zoning and general plans, etc; creates new GIS themes from existing digital and non-digital data from outside sources; maintains desktop GIS themes based on ArcView layers; compiles, revises and reproduces base and thematic maps for use by staff, the public and other agencies; maintains the map collection and paper assessor's map books.

Performs quality control by cross referencing errors; proofreads maps and tables, inspecting GIS generated maps and graphics.

Instructs department staff in the use of basic GIS software.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Considerable knowledge of drafting and graphic presentation methods and techniques.

Principles, practices, operations, and methods of planning; zoning ordinances, CEQA procedures.

Specific software applications and programs such as AutoCAD, Arc View, Visio, Adobe Illustrator, and Microsoft Excel and Word.

Skill to:

Operate office equipment including a personal computer, plotter, scanner, copy and fax machines and printers.

Use drafting equipment and in performing a variety of drafting and graphic work.

Ability to:

Understand legal property descriptions, field notes and maps.

Use a wide variety of drafting and graphic arts production instruments and materials.

Compile maps and exhibits from graphic, written and oral information sources.

Communicate effectively both verbally and in writing.

Establish and maintain cooperative working relationships; understand program objectives in relation to departmental goals and procedures.

Collect and analyze data to draw logical conclusions and make appropriate recommendations.

Prepare narrative and statistical reports.

Maintain accurate records and document actions taken.

Organize and prioritize work assignments.

Understand and apply geometry.

Research regulations, procedures and/or technical reference materials.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

One year experience in planning and GIS or any combination of experience that demonstrates possession of and competency in requisite knowledge, skills and abilities.

Education/Training:

An Associate's degree is required from an accredited college, preferably in GIS, planning, geography or a related field.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid California Class C driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

Director of Human Resources

Established Date: November 2002

Revised Date: September 2003