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## PLANNING TECHNICIAN

### **DEFINITION**

Under direct supervision, performs technical work in support of the District's Geographic Information System (GIS) administration, including meeting with department personnel to discuss GIS product requests, such as maps and reports, analyzing requests, generating requested products, and maintaining data regarding District land and facilities; assists with open space planning, natural resource planning, and land acquisition activities, including researching and compiling project information, conducting field surveys and acquiring measurements; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from a Senior Open Space Planner or Conservation GIS Coordinator. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is a paraprofessional class responsible for performing the full range of technical work in GIS administration, in addition to performing a variety of record keeping, research, and technical support activities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the professional planner series in that the latter is a professional level requiring completion of a four-year degree and is responsible for working independently on individually assigned complex planning and capital improvement projects.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical job functions.*

- Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various planning matters and elements of the general plan.
- Assists with large scale planning and capital improvement projects; helps obtain permits; conducts research, prepares graphics and site plans, drafts reports and documentation, and assists with developing and tracking budgets.
- Reviews and comments on development proposals of private lands adjacent to preserves and plans that affect District open spaces.
- Collects infrastructure data using Global Positioning System (GPS) equipment and software; imports GPS data into existing database using GIS and GPS software.
- Performs technical aspects of the signage program; serves on District sign committee; prepares or modifies field signs; prepares artwork; conducts field research; improves and maintains District sign manual and sign inventory; researches appropriate location; coordinates with field staff regarding

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- installation; places orders with vendors.
- Drafts and maintains an inventory of design specifications for District facilities including bulletin boards, kiosks, benches and fences.
- Participates in the development of consultant requests for proposals, advertising, and bid processes for professional services; evaluates proposals and recommends project award; assists in the administration of contracts after award; monitors project budgets as assigned.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of open space and park planning and GIS administration.
- Assists in the purchase and maintenance of equipment and supplies used in the production of maps and graphics.
- Participates in conducting outside project reviews to identify potential issues or development proposals that may impact District interests and goals; prepares comment letters for review by a more senior level planner or the Planning Manager, as appropriate.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Technology, hardware and software, and current applications related to GIS systems, including database management, mapping and report generation, and desktop publishing systems.
- Basic principles and practices of urban, regional, environmental, and open space planning.
- Basic site planning and architectural design principles.
- Basic concepts of architecture, landscaping, ecology, and engineering as they relate to assigned projects.
- Applicable Federal, State, and local laws, codes, and requirements and related reports.
- Researching and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to planning, land use, and environmental review.
- Principles of advanced mathematics and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- Recent and on-going developments, current literature, and sources of information related to open space protection and management.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including the ArcGIS software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Prepare a variety of plans, specifications, maps, graphic materials, and technical planning reports.
- Modify topographic maps, improvement plans, and illustrative graphics using GIS software.
- Perform responsible technical planning support work with accuracy, speed, and minimal supervision.

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- Interpret planning programs to other District staff and consultants; identify and respond to issues and concerns of the public.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.
- Read, interpret, apply, and explain technical written material and Federal, State, and local policies, procedures, laws, regulations, ordinances, and District planning policies and procedures.
- Read and understand technical drawings and specifications and make site visits.
- Perform mathematical and planning computations with precision.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Make sound decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

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

Equivalent to an Associate's Degree from an accredited college with major coursework in planning, graphic design, landscaping architecture, planning, resource management, or related field and six (6) months experience using GIS or at least one (1) year college-level GIS coursework. One year of responsible architectural, landscape or planning experience including computer graphics or design; experience with design, research and basic reports is desirable.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office and partially a field classification and standing in and walking between work areas and development sites is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

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## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: 7/1/2015

REVISED: N/A

FLSA: Exempt