

PLANNING TECHNICIAN I

NATURE OF WORK IN THIS CLASS:

This is routine technical work involved in providing a variety of support planning activities.

Employees in this class perform routine technical duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Conducts a wide variety of research work for planning projects; reviews catalogues and files incoming publications and documents and dispenses publications to staff members; clips items regarding planning activities; collects, organizes, verifies and summarizes data from documents, records and related sources.

Prepares graphics for the department including illustrations and overlays for reports, maps, layouts, charts and special projects; organizes maps for land use thoroughfares, community facilities and zoning studies.

Tabulates statistical information for planners; makes necessary numerical computations for planning projects.

Conducts field interviews concerning research studies.

Reviews and corrects detail work on map tracings, graphs and related documents and records.

Provides data and information on population, statistics and public projects.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to collect, organize, verify and summarize data from documents, records or related sources.

Ability to prepare simple drafting and graphic illustrations.

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Ability to catalog materials.

Ability to make work decisions in accordance with appropriate guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

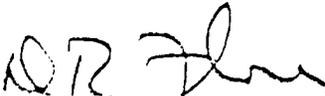
(a) Two years of experience involved in providing assistance in planning activities or equivalent work and graduation from high school; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required for some positions.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission