

PLANNING TECHNICIAN II

NATURE OF WORK IN THIS CLASS:

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

Employees in this class perform the full range of complex technical duties, including independent work in specialized areas. Employees often serve as team or group leaders over less experienced technical staff.

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

Leads, coordinates and conducts a wide variety of research work for planning projects; collects, organizes, verifies and summarizes data from documents, records or from the field.

Designs and prepares complex specialized graphs, including illustrations and overlays for reports, maps, layouts, charts and special projects; prepares maps for land use thoroughfares, community facilities and zoning studies.

Prepares statistical information for planners; conducts interviews and surveys to obtain information required for reports.

Assists in the writing and preparation of planning reports; provides information on planning projects.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of sub-professional planning principles and techniques.

Knowledge of research methods related to planning.

Ability to lead the work of others.

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

Ability to perform skilled drafting, computational and design work.

Ability to make work decisions in accordance with appropriate guidelines

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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 as a Planning Technician I 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