

# Planning Technician

City of Wichita Falls -Wichita Falls, Texas

"open until filled"

The purpose of this position is to prepare and maintain mapping inventories and provide planning information to departments and the general public. Other duties include: creating maps for related departments and state agencies, creating presentations for public meetings, providing assistance with various data layers and databases to the City's GIS Coordinator, and other related planning duties in support of the geo-database system as assigned.

## Job Description

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The purpose of this position is to prepare and maintain mapping inventories and provide planning information to departments and the general public. This is accomplished by: maintaining a geo-database to keep city parcel, land use, zoning, flood zone, airport zoning, historic districts, thoroughfare plan and other digital maps current; collecting data; creating specialized maps, charts and graphs; spatial analysis of Census data/demographics, integration of GIS with planning projects for enhanced analysis; and conducting training classes in the digital mapping process. Other duties include: creating maps for related departments and state agencies, creating presentations for public meetings, providing assistance with various data layers and databases to the City's GIS Coordinator, and other related planning duties in support of the geo-database system as assigned.

Interested Applicants **MUST** submit their applications online via the City of Wichita Falls employment website (<http://cwftx.simplehire.com>) in order to be considered for this position. Applications submitted outside of the City website will not be considered.

## Job Requirements

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### Education, training, experience:

#### Formal Education:

Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree.

Experience: Under and including one year

#### Supervision:

Job has no responsibility for the direction or supervision of others.

#### Human Collaboration Skills:

Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

#### Freedom to Act:

Receives General Direction - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance is reviewed periodically.

#### Technical Skills:

Advanced - Work requires advanced skills and knowledge in approaches and systems, which affect the

design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Budget Responsibility:**

This position has no budget responsibility.

**Reading:**

Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

**Math:**

Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:**

Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Certification & Other Requirements:**

Solid working knowledge of ESRI ARC Info/ARC Map software and Microsoft Office, particularly, advanced knowledge in Powerpoint and Excel. Ability to organize multiple concurrent projects with minimal supervision. Knowledge and understanding of spreadsheets.

**Alissa Hopkins**

City of Wichita Falls

HR Generalist

Tel: 940-761-7619

Fax: 940-761-7613

[Alissa.Hopkins@WichitaFallsTx.gov](mailto:Alissa.Hopkins@WichitaFallsTx.gov)