

# Planning Technician

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## Posting Details

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### Posting Information

<b>Position Number</b>	C1105U
<b>Working Job Title</b>	Planning Technician
<b>Range</b>	917
<b>Advertised Salary</b>	15.104
<b>Beginning Annual</b>	31,416.32
<b>Ending Annual</b>	47,808.80
<b>Beginning Hourly</b>	15.104
<b>Ending Hourly</b>	22.985
<b>Position Type</b>	Regular Full Time

### Brief Description

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.

### 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 and database management. Ability to communicate concisely (oral and written), follow instructions and be accountable for work time/actions.

**Driver's License**

Yes

**Type of License**

C

**Endorsements**

**Posting Date**

02/24/2016

**Closing Date**

03/21/2016

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**Essential Functions**

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**Essential Function**

Creates and maintains mapping databases by developing shape files/layers, organizing data, troubleshooting problems, installing software and updates, writing scripts for interfaces, maintaining map inventory of current layers/locations, and working with system vendors. Actively involved in all aspects of database (map) development from raw data input to the editing process to generation of detailed maps, reports and other technical documents.

Sedentary

<b>Code</b>	
<b>Essential Function</b>	Provides ancillary services to departments and the public by creating custom and specialized maps, determining flood zone areas, working with land use and airport zoning issues, providing information on streets and new additions, outlining city limits, converting shape files, and organizing flood elevation certificates (digital/paper database).
<b>Code</b>	Sedentary
<b>Essential Function</b>	Assists and analyzes cases and developmental requests by evaluating project plans for ordinance compliance, spatial demographic analysis and integration into projects/reports, evaluating sites, fieldwork level analysis (potential collection of raw data, site checks and windshield surveys, etc.), posting zoning/board of adjustment case notices in the field, and answering citizen and property owner calls.
<b>Code</b>	Light
<b>Essential Function</b>	Provides technical support to departments by facilitating training for software, scheduling tutorials with department GIS users, providing troubleshooting technical support, participating in training opportunities with free online ESRI courses and/or regional ARC User Group meetings, providing backup technical support as needed for the City's GIS Coordinator.
<b>Code</b>	Light
<b>Essential Function</b>	Perform other duties, as assigned, in support of GIS related projects.
<b>Code</b>	Light

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## Physical Demands

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### Overall Physical Strength Demands

Overall Physical Strength Demands: (S) Sedentary: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. (L) Light: Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. (M) Medium: Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. (H) Heavy: Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. (V) Very Heavy: Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

**Physical strength for this position** L

### Physical Demands

(C) Continuously: 2/3 or more of the time. (F) Frequently: From 1/3 to 2/3 of the time. (O) Occasionally: Up to 1/3 of the time. (R) Rarely: Less than 1 hour per week. (N) Never: Never occurs. Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

<b>Standing</b>	Communicating with co-workers, Observing work duties, Observing work site, Making presentations
<b>Standing Frequency</b>	O
<b>Fine Dexterity</b>	Telephone keypad, Computer keyboard, Calibrating equipment

<b>Fine Dexterity Frequency</b>	C
<b>Walking</b>	To other departments/offices/office equipment, Around work site
<b>Walking Frequency</b>	O
<b>Lifting</b>	Supplies, Equipment, Files
<b>Lifting Frequency</b>	R
<b>Carrying</b>	Supplies, Equipment, Files
<b>Carrying Frequency</b>	R
<b>Sitting</b>	Desk Work, Meetings, Driving
<b>Sitting Frequency</b>	F
<b>Reaching</b>	For supplies and files
<b>Reaching Frequency</b>	R
<b>Handling</b>	Paperwork
<b>Handling Frequency</b>	O
<b>Kneeling</b>	Filing in lowerdrawers, Retrieving items from lower shelves/ground
<b>Kneeling Frequency</b>	R
<b>Crawling</b>	None
<b>Crawling Frequency</b>	R
<b>Pushing/Pulling</b>	File drawers, Tables and chairs, Equipment
<b>Pushing/Pulling Frequency</b>	O
<b>Climbing</b>	Stairs, Ladder, Step stool, Onto Equipment
<b>Climbing Frequency</b>	O
<b>Vision</b>	Reading, Computer Screen, Observing worksite, Driving
<b>Vision Frequency</b>	R
<b>Foot Controls</b>	Driving
<b>Foot Controls Frequency</b>	O
<b>Balancing</b>	On Ladder, on step stool, on equipment
<b>Balancing Frequency</b>	R
<b>Bending</b>	Filing in lower drawers, Retrieving items from lower shelves/ground, Making repairs
<b>Bending Frequency</b>	R
<b>Crouching</b>	Filing in lower drawers, Retrieving items from lower shelves/ground
<b>Crouching Frequency</b>	R
<b>Hearing</b>	Communicating via telephone/radio, to co-workers/public, listening to equipment
<b>Hearing Frequency</b>	F
<b>Twisting</b>	From computer to telephone, Getting inside vehicle

Twisting Frequency	F
Talking	Communicating via telephone/radio, to co-workers/public
Talking Frequency	C
Other (specified if applicable)	None
Other Frequency	N

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## Additional Information

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### Machines, Tools, Equipment, Software, and Hardware

**Machines, Tools, Equipment, Software, and Hardware:** Computers, printers and related software, Microsoft Powerpoint, ESRI ARCInfo/ARCMAP copier, fax machine, vehicle, knife, ruler

Computers, printers and related software, copier, fax machine, check signing equipment.

### Environmental Factors

(D) Daily; (W) Several Times Per Week; (M) Several Times Per Month; (S) Seasonally; (N) Never

Extreme Temperatures	S
Wetness/Humidity	N
Respiratory Hazards	M
Noise and Vibration	N
Physical Hazards	N

### Health and Safety Factors

(C) Continuously; (F) Frequently; (O) Occasionally; (R) Rarely; (N) Never

Mechanical Hazards	R
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see below)	
Other Health and Safety Factor	
Protective Equipment Required	None

## Non-Physical Demands

Description of Non-Physical Demands: (F) Frequently: From 1/3 to 2/3 of the time; (O) Occasionally: Up to 1/3 of the time; (R) Rarely: Less than 1 hour per week; (N) Never: Never occurs.

Time Pressure O

Frequent Change of Tasks F

Performing Multiple Tasks Simultaneously F

Tedious or Exacting Work F

Noisy/Distracting Environment R

Emergency Situation O

Irregular Work Schedule/Overtime R

Working Closely with Others as Part of a Team F

Other (see below) N

Other Non-Physical Demand

Work Location

Primary Work Location Office Environment

Secondary Work Location

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## Applicant Documents

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Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. License or Certification
  2. Other Documentation
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## Posting Specific Questions

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Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this employment opportunity?
  - o Public Job Posting
  - o Internal Job Posting
  - o Agency Referral
  - o Advertisement/Publication
  - o Personal Referral
  - o Website
  - o Other

2. \* Do you have a bachelor's degree in Urban and Regional Planning or Geography with a GIS Specialty?
- o Yes, Urban and Regional Planning.
  - o Yes, Geography with a GIS Specialty.
  - o Yes, Geography.
  - o Yes, in a field applicable to Planning.
  - o I have a bachelor's degree in a non related field.
  - o No, I have no bachelor's degree but direct experience.
  - o No, I have no degree or experience in the planning field.
3. \* What level of proficiency do you feel you possess in Excel?
- o Advanced (i.e. writing formulas or macros).
  - o Intermediate (i.e. creating Ynon complicated worksheets to include formula writing)
  - o Beginner (i.e. inputting information into already created spreadsheets or creating a simple spreadsheet with no formulas)
  - o I have had schooling or training but have not used.
  - o I have no experience in Excel.
  - o No Answer

4. \* Please describe any experience you may have with Urban/Land Use Planning and or Mapping Analysis in a municipal setting.

(Open Ended Question)

5. \* Please describe any experience you may have with GIS or related software.

(Open Ended Question)

6. \* How much experience do you have with GIS software, Planning, Mapping Analysis, etc.?
- o Over five (5) years of experience.
  - o Between three (3) and five (5) years of experience.
  - o Less than three (3) years of experience.
  - o No experience.