

## **PLANNING TECHNICIAN II**

### **DEFINITION**

Occupants of this classification are in the classified service and are assigned to the Advance Planning Division. Under general supervision, the positions assigned to this classification provide technical support such as research, writing, drafting, and graphics in relation to long range/mobility planning, land use development, and zoning in the preparation of urban planning reports and architectural and environmental documents.

### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from the Planning Technician position as it includes professional-level duties and requires a degree of independent judgment.

### **SUPERVISION RECEIVED AND EXERCISED**

This position reports to the Advance Planning Manager or designee. Direct supervision may be provided by an Associate Planner.

### **ESSENTIAL JOB DUTIES**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Uses graphics software to create, prepare and update diagrams, site plans, maps, illustrations, images and public outreach information for use in land use analysis, development and environmental planning. Prepares, prints and plots existing or proposed land use, land development and geographical information; takes photographs in the field and makes edits as necessary for reports and project public outreach.
2. Creates high-quality drawings and/or graphics using automated and manual drafting methods for land use and development analysis.
3. Conducts field surveys for land use and related planning activities; makes field checks to verify or update information.
4. Records and translates technical data into non-technical graphics and maps in order to facilitate understanding of data. Prepares exhibits, graphics and visual aids for presentation to groups.
5. Maintains records, ordinances, maps, drawing files and other materials for dissemination to the public; converts hard copy drawings into electronic formats. Assists and provides interested parties with spatial data including reports, maps and charts.

6. Calculates land areas by land use type through the use of computer software including Geographic Information Systems (GIS) and/or computer aided design and tools. Reviews maps and aerial photographs to confirm field surveys.
7. Develops computerized maps and map layers through the use of automated drafting equipment by interpreting source data and then electronically drafting or digitizing the information into the computer data base, while adhering to pre-established Assessor and GIS mapping conventions.
8. Determines scale, line size and color to print copies of computerized maps using a plotter.
9. Maintains a thorough working knowledge of City codes, ordinances, policies and State statutes relating to planning, redevelopment, land use development, environmental impact assessment and zoning.
10. Answers telephone and email project inquiries in a prompt, professional and courteous manner.
11. Assist other Division staff members; works on special projects as assigned.

#### **MINIMUM KNOWLEDGE, SKILLS AND ABILITY**

##### **Knowledge of:**

- Principles of city planning and urban design.
- Computer software programs such as Microsoft Publisher and Excel, Adobe Photoshop, and Geographic Information Systems (GIS) and other computer applications to produce maps and exhibits.
- Land use and land development.
- Modern drafting and mapping conventions including graphic and numeric scales and legend.
- Basic practices and operations of AutoCAD and graphic software.
- Methods and uses of personal computers for exhibits, drawings, presentations and desktop publishing software for the creation of printed materials.
- Sources of planning data and information.
- Principles, practices and terminology used in drafting, graphics and database tabulation.
- Principles and practices of research and data collection methods.

##### **Skill and Ability to:**

- Apply legal and technical regulations and information.
- Read and interpret planning documents, building plans, development plans and proposals, maps, and statistical data.
- Apply automated mapping procedures in the preparation of maps, plans and records.
- Conduct field investigations and prepare basic reports.
- Establish and maintain effective working relationships with fellow employees and interact in a friendly and professional manner with the public.
- Work independently or in a team environment, and prioritize as needed.
- Work in a fast paced environment.
- Work effectively and accurately on several projects or issues simultaneously.

- Communicate effectively orally and in writing.
- Use computer applications.
- Perform word processing.
- Write research reports.

## **LICENSE AND CERTIFICATES**

Possession of a valid California Class C driver's license may be required if assigned to drive.

## **TRAINING AND EXPERIENCE**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's degree in Planning or related field including coursework related to any of the following: Computer-Aided Architectural Drafting, Excel, Geographic Information Systems, Engineering Principles, Blueprint Reading, or California Building Code and one (1) year of recent work experience in a private or public agency involved in land development functions, permit processing, or a closely related field.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 25 pounds and is an infrequent aspect of the job.
- Is subject to office and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening or weekend meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work at a video display terminal for prolonged periods.