Overview

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Inactive:	No
Effective Date:	11/10/2016
Date of Last Change:	10/11/2016 11:42:44.485 AM
Job Profile Name:	Planning Technician - Contract
Job Code:	XZG09
Include Job Code in Name:	No
Job Profile Summary:	NATURE OF WORK: Performs paraprofessional and technical office and field work involving the collection, analysis, preparation, and illustration of data such as land use, housing and economic conditions, population density, public facilities, and community services, and related background information needed for zoning, site plan review, and other current planning activities. Employees assigned to this classification perform a variety of tasks such as compiling, tabulating, and evaluating data; preparing reports, charts and graphs; updating and maintaining land use and zoning maps utilizing manual and automated drafting and cartographic techniques; conducting field surveys and/or library research, develops surveys and prepares responses to surveys if in-house and outside agency use, and special projects as assigned. Work is performed under general supervision, and is reviewed while in progress and upon completion through review of data/reports, direct observation, and discussions to ensure compliance with prescribed standards, practices and applicable policies, procedures, and ordinances. MINIMUM QUALIFICATIONS: Bachelors degree in planning, public administration or related field; or Associate's degree with major course work in urban planning, graphic design, business/public administration, or related field and two (2) years in urban planning, cartography, graphic design, research, or related experience depending on area of assignment; or an equivalent combination of education, training, and experience. A valid Florida's Driver License is required. REVISED: 3/6/92 SV 6/07/96 10/1/96 7/3/02 VCJ/EGP 12/1/06 KW added language to min
Job Description:	
Job Title Default:	Planning Technician - Contract
Restrict to Country:	United States of America
Management Level:	8 Individual Contributor
Job Family:	SEIU_White_Collar
Job Category:	
Job Classification:	5M - Paraprofessional Employees (EEO-4Job Categories-United States of America)
Work Shift Required:	No
Public Job:	Yes

Characteristics

Difficulty to Fill:
Critical Job: No

Compensation

Compensation Grade: S17
Compensation Grade Profile:
Impacted Eligibility Rules:

Qualifications

Certifications

Certification

Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)

Competencies

Competencies

Required	Competency	Rating

Competencies from Other Sources

Required	Competency	Rating	Source	Source Type

Education

Education

Required	Degree	Field of Study

Languages

Languages

Required	Language	Ability	Proficiency

Responsibilities

Responsibilities

Required	Responsibility
	EXAMPLES OF WORK PERFORMED: **Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.** Conducts field surveys/studies to obtain a variety of planning data such as land use, population density, housing and economic conditions, and availability of community facilities and services by observing and recording site conditions, interviewing homeowners, community leaders or business owners. Updates and maintains the Police Department's written directive system by reviewing policy review requests for accuracy; reviews all proposed changes or additions and incorporates the appropriate ones, preparing a complete package for approval by the Chief of Police. Updates and maintains quarterly and other organizational charts by program number, in particular for the department's budget. Develops and responds to surveys from outside governmental agencies. Provides technical support for personnel as needed. Assembles, tabulates, and evaluates various data utilizing knowledge of land use, planning and zoning principles, practices and methods; prepares clear and concise written reports outlining research findings. Prepares location maps for new project sites, obtains updated plat sheets and tax assessor maps circumscribing radius for delineation of property owners to be notified for public hearings; updates annexation base maps and other maps, verifies project site legal descriptions through available tax assessor maps, recorded plats, deeds and old plat sheets. Prepares and maintains zoning and land use maps by reflecting initial zonings, rezonings, annexations, abandonments and planned developments utilizing manual and computer aided drafting and design techniques. Responds to requests for information from the general public, consultants, or other governmental agencies regarding zoning, site plans, platting and related planning matters. Assists in conducting external analysis utilized in strategic planning; collects data relating to trends, issues, and events in the local community, region, state, and nation. Updates and maintains policies and procedures, regulation manual, supervisory directories. Prepares a variety of charts, and graphic displays for special projects, presentations to City Council and official boards and staff training; photographs location maps, surveys, site plans, and other pertinent material for board meetings. Participates in the establishment of neighborhood associations and the development of community improvement projects by consulting with homeowners and citizens, conducting neighborhood meetings and providing technical assistance as needed. Codes, enters, retrieves and/or deletes information regarding various zoning, land use and planning files utilizing computer terminal.

Required	Responsibility
	Maintains Planning Library and conducts in-house or external library searches. Performs other related duties as assigned by supervisor.
	KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of basic principles, practices, and techniques of urban planning and planning research. Knowledge of zoning and land subdivision ordinances and the methods and procedures by which they are administered and enforced. Knowledge of basic architectural or engineering drafting principles, practices, and techniques (graphics positions only). Knowledge of standard statistical principles and methods. Knowledge of research techniques, collection and preparation of reports. Ability to operate computer terminal and related equipment. Ability to conduct/complete surveys and compile data relative to urban planning. Ability to compile data, analyze facts and exercise sound judgment in arriving at conclusions. Ability to prepare detailed charts, illustrations and other graphic materials in conformance with standards of the profession (graphics positions only). Ability to present data in graphic, pictorial, tabular, and/or cartographic form. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to communicate effectively orally and in writing.

Training

Training

Required	Training	Training Type	Description

Work Experience

Work Experience

Required	Work Experience	Experience Level

Pay

Pay Rate Type

Pay Rate Types

Country	Pay Rate Type
United States of America	Hourly

Job Exempt

Job Exempt

Country / Country Region	Job Exempt
United States of America	No

Workers' Compensation Code

Worker's Compensation Codes

Workers' Compensation Code	Country	Country Region	Location
8810 - Clerical Office Employees Noc (United States of America)	United States of America		