

CLASS SPECIFICATION FOR
Planning Technician

GENERAL STATEMENT OF DUTIES: Performs paraprofessional planning duties involving considerable public contact, office research, field investigation, and reviewing of applications and plans; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class, in accordance with established policies and procedures, provides to the public information concerning zoning, subdivision and processing regulations, and advice on County ordinances and decisions related to the acceptance, processing, review and approval of building permits and other applications. An incumbent may also collect and arrange data for interpretation and inclusion in planning reports. General supervision is received from a Principal Planner or County Planner II or III; supervision may be exercised over technical personnel.

EXAMPLES OF WORK (illustrative only):

- Reviews and certifies building permits and sign permits for conformance to zoning and subdivision ordinances;
- Provides land-use control information based on knowledge of ordinances, policies, regulations and previous interpretations;
- Reviews and accepts all applications filed for approval;
- Advises on the use of the Subdivision and Zoning Ordinance as related to specific developments and advises the public on procedures and County requirements related to planning;
- Coordinates the review of applications and plans with other County and State agencies;
- Compiles a list of property owners' names for notification on rezoning cases and prepares the public advertisement for publication;
- Prepares preliminary drafts of reports, charts and other graphic materials;
- Prepares preliminary layout designs for subdivisions and parking lots;
- Performs field and office data collection, recording and arrangement regarding land uses, population and economic characteristics;
- Prepares and displays data for input into County and regional information systems;
- Assists the general public in interpretation of use of socioeconomic information of the County;
- Interprets maps and participates in the updating of a variety of maps;
- Performs surveys of citizens, industry and business;
- May supervise and/or evaluate technical personnel;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of planning principles; some knowledge of the principles and practices of civil engineering, drafting and the socioeconomic aspects of good planning; knowledge of mathematics and statistics and understanding of the use of graphics, for interpretation of statistical data; ability to meet and work well with the public; ability to work with a minimal amount of direct supervision; ability to make accurate decisions in interpreting the requirements of the subdivision and zoning ordinances; ability to understand and follow verbal instructions; ability to read and interpret a variety of maps; ability to communicate verbally and to write legibly; ability to research for and write memoranda, statements and reports in a logical coherent fashion; [some positions may require] the ability to plan and supervise the work of others; good judgment.

Planning Technician (continued)

MINIMUM EDUCATION AND EXPERIENCE: Completion of two (2) years of college-level work in planning, engineering technology or a related field, and two (2) years of experience in topographical, structural or cartographic drafting; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Some positions may require possession of a valid driver's license issued by the State of Virginia.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.