

County of
HENRICO
Virginia

CLASS SPECIFICATION FOR

Senior Planning Technician

GENERAL STATEMENT OF DUTIES: Performs technical 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 provides responsible and technical paraprofessional planning duties and information to the public regarding 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, analyze and arrange data for interpretation and inclusion in planning reports. Direct supervision is received from a Principal Planner or County Planner II or III; may oversee the work of other technical personnel.

EXAMPLES OF WORK (illustrative only):

- Reviews and certifies commercial building permits for conformance to zoning and subdivision ordinances;
- Manages the property numbering and street naming program and inputs/maintains GIS data;
- Provides technical review of subdivision plats for legal and design conformity;
- 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, plans of development and other types of development applications;
- Prepares detailed drafts of reports, charts and other graphic materials;
- Prepares detailed layout designs for subdivisions and parking lots;
- Performs field and office data collection, analysis, 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 and updates maps and prepares administrative reports;
- Performs surveys of citizens, industry and business and prepares and interprets findings;
- May oversee the work of other technical personnel;
- Assists with special projects relating to zoning, land development, comprehensive planning and community development;
- 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, plans and plats; strong written and verbal communication skills; strong research, analysis and analytical skills; demonstrated organizational and planning skills; leadership and customer service ability; demonstrated professionalism in field; familiarity with and ability to utilize PC and applicable related software; ability to plan and effectively supervise the work of others; demonstration of good judgment.

Senior 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 four (4) 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: 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.