

PLANNING TECHNICIAN

GENERAL STATEMENT OF DUTIES:

Works closely with the public on a regular basis to provide customer service on planning issues. Performs professional-level duties of limited complexity as a trainee.

STATEMENT OF TASK:

Prepares narrative staff reports and recommendations of limited complexity;
Prepares maps, charts, tables of limited complexity;
Completes federal project reviews for local grant requests;
Assists with general data collection for planning projects;
Assists with updating program databases and project documentation;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of planning principles and practices;
General knowledge of principles and practices of research and data collection;
Knowledge of effective writing techniques;
Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.

MINIMUM QUALIFICATIONS:

Bachelor's Degree and one (1) year of professional planning experience in a public planning office or private sector planning agency.


Human Resources Director

Established: December 12, 2018