Jurisdictional Class: Competitive
Adopted: August 10, 1977
Revised: June 11, 2010

PLANNING TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work delegated to employees in this class consists of basic professional assignments in keeping with the job level as well as the limited experience required of incumbents. Within this job concept, assignments may increase in complexity and responsibility as employees increase in professional competence. Occasional supervision may be exercised over non-professional help or other planning personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates in studies involving research, investigation, and analysis of sociological, economic, and environmental factors related to municipal, regional, or community planning;
Collects, tabulates, and analyses census data for use in population, housing, community development, and land use reports;
Assists in studies relating to parking, traffic, public transportation, and other facilities in a municipality or for subdivisions of government within a given region;
Prepares charts, drafts and other illustrative materials;
Prepares grant applications for Federal and State Agencies to obtain urban and community development related funds;
Prepares line drawings, charts, designs, and layouts to scale;
Obtains and collects statistical data relative to capital improvement programs covering such subjects as tax base, elements of municipal indebtedness, and sources of revenue;
Performs miscellaneous office work and maintains records of planning unit activities;
Reviews and critiques requests for zoning variances, housings redevelopment and rehabilitation, land use changes and subdivision plans, and assists in redesigning the residential, commercial, or industrial components to conform to the municipality zoning and subdivision requirements;
Performs project management responsibilities for at least one project among public transportation, agricultural district review, affordable housing, land use management, or environmental management;
Utilizes a computerized geographic information system (GIS) to prepare a variety of maps in response to project management activities or public inquiries.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of the purposes, principals, terminology, and practices employed in municipal, community, and regional planning;
Working knowledge of the sociological, economic, environmental, engineering designs and research factors in problems involved in community planning;
Working knowledge of the principles and practices of drafting, mapping, and graphic visual methods as applied to community planning;
Working knowledge of basic research methods and techniques;
Basic knowledge of current accepted methods of data collection analysis and interpretation of statistical data;
Ability to understand complex oral and written direction;
Ability to get along well with others;
Ability to communicate and deal effectively with others;
Sound judgment.

Planning Technician

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Planning, Environmental Sciences, Geography, Civil Engineering, Architecture, Landscape Architecture, or closely related field; or

(b) Completion of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university with a minimum of eighteen (18) credit hours in one or more of the following: Planning, Environmental Studies, Geography, Engineering, Architecture, Landscape Architecture, Statistics, Government, or a closely related field; and two (2) years work experience in municipal, community, or regional planning.

NOTE: This class requires reasonable access to transportation to meet field work requirements in a timely manner during the ordinary course of business.