

CITY OF SALINAS

PLANNING TECHNICIAN

BARGAINING UNIT/CLASS CODE:
SMEA/D29

DEFINITION

To provide technical support in mapping, drafting, graphics and related office and technical work.

DISTINGUISHING CHARACTERISTICS

This is a para-professional level class. Work involves the responsibility to provide support for persons in Community Planning and Development in the professional planning series within clearly defined guidelines and direction.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Senior Planner. Exercises no supervision.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Prepare and update zone maps, land use maps, and related maps based on data obtained from public records and staff direction. Design, ink, trace, color, letter and otherwise prepare charts, graphs, maps, plans, and other illustrative materials for presentations to City Council, Planning Commission, committees and developers, and for reports and brochures. Perform basic calculations such as determining distance, area and tabulating statistical data. Respond to inquiries related to assigned responsibilities. Run blueprints, mylars, and sepias on the blueprint/scanner machine. Maintain and file plans, sketches, maps, graphic records, equipment and materials. Maintain and update files such as population, housing and zoning. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

QUALIFICATIONS

Knowledge of:

Terminology, methods, practices and techniques of drafting, graphics, and printing.

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Ability to:

Read and record figures accurately and make arithmetical calculations. Understand and follow oral and written instructions and sketches. Operate blueprint, scanner and copy machines. Graphically convey data and planning proposals in the form of maps, charts and graphs.

Skills to:

Prepare graphic displays. Design layouts for reports and brochures.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent to a high school diploma and one (1) year of para-professional planning experience in local government or a four (4) year degree from an accredited college or university with major course work in urban planning, planning administration or a related field.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 6-96, REV: 1-97 REV: 6-04 REV: 10-06