

PLANNING TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a para-professional nature involving research and analysis of information, maintenance of various computer database programs and the preparation of maps, charts, graphs and reports. The work also entails interaction with planning professionals, government officials and the general public. The work is performed under the direct supervision of the Principal Planner. Although supervision is not normally a function of this class, it may occasionally be exercised over the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Maintains computer database programs related to the census, economic profiles, land use, zoning, etc;

Prepares, or assists in the preparation of maps, reports and presentations related to population and population distribution, natural resources, or land use and zoning; all using Geographic Information Systems (GIS) principles and techniques;

Receives zoning materials, plans and referrals from municipalities and inputs them into database programs;

Compiles and interprets information used in the preparation of base maps and other graphic media, using GIS principles and techniques;

Keeps the Planning Department's record of zoning statutes and maps current;

Assists in the preparation and analysis of data for various planning studies;

Does research under the direction of a supervisor on issues such as housing, environmental programs, and project-specific needs;

Interacts with planning professionals, government officials and the general public in the explanation of database information and other departmental procedures and programs;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of Geographic Information Systems (GIS) principles and techniques; working knowledge of database and word-processing computer programs; working knowledge of computer internet search principles and techniques; working knowledge of methods of graphic presentation, report formatting and map preparation; working knowledge of factors associated with land use planning, including demographics, environmental programs and statutory authority; ability to create and maintain computer based data files; ability to prepare clear and accurate reports from computer based data files; ability to make verbal and written presentations of planning information; ability to establish and maintain effective working relationships with others; ability to follow moderately complex verbal and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree with a major in Planning, Geography, Environmental Science, Civil Engineering, Geographic Information Systems or a substantially similar field; **OR**
- B. Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree with a major in Planning, Geography, Environmental Science, Engineering Technology, Geographic Information Systems or a substantially similar field and two (2) years of full-time, paid work experience at a para-professional or professional level in a planning, municipal zoning, engineering or land surveying office; **OR**
- C. Graduation from high school, or possession of a high school equivalency diploma and four (4) years of full-time, paid work experience at a para-professional or professional level in a planning, municipal zoning, engineering or land surveying office; **OR**
- D. An equivalent combination of the training and experience as indicated in A, B and C above.

ULSTER COUNTY
4851 PLAN TECH
Classification: Competitive
Grade: 12
Union: CSEA

Revised: November 6, 1992
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