



PLANNING TECHNICIAN I or II

DEFINITION: Under general supervision, perform a variety of field and office work, compile, interpret and present planning data and issues to the public and County officials; process planning applications, develop and maintain website; enter and use GIS data; conduct surveys and research; conduct enforcement investigations and follow-up; assist with public meetings and information preparation and distribution; maintain records; prepare graphics, maps and presentation materials, and perform other related duties as required.

ESSENTIAL JOB DUTIES: Compile land use data from existing property descriptions, maps, reports, and field surveys; answer inquiries from the public regarding planning and building policy and interpretation of land use, zoning and building regulations; analyze applications and recommends revisions to land use, zoning, and other maps; prepare well-written and well-organized reports, memorandums and correspondence; investigate and follow up complaints of alleged violations of land use, zoning and building ordinances and regulations; conduct monitoring to determine compliance with conditions of approval; accumulate and analyze population statistics and other data for reports; plot subdivisions and re-zoned areas on land-use maps; prepare graphs, charts, exhibits, and illustrations for reports; develop and maintain website; enter and use GIS data; conduct surveys and research; assist with public meetings and information preparation and distribution; maintain records; review planning and building applications for completeness and accuracy; may assist in training inexperienced staff members.

EMPLOYMENT STANDARDS

Education/Experience: **Planning Technician I** - High school graduate or equivalent with two years experience performing clerical duties in an office environment; **OR** two years of college coursework including appropriate courses in planning, architecture, drafting, engineering, geography, urban studies, public administration, or related field; **OR** an equivalent combination of education and experience with knowledge and abilities essential to the successful performance of the duties assigned to the position.

Planning Technician II – High school graduate or equivalent with one year of experience as a Planning Technician I with the County of Inyo or equivalent experience elsewhere performing paraprofessional planning

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work; **OR** three years of college coursework including appropriate courses in planning, architecture, drafting, engineering, geography, urban studies, public administration, or related field; **OR** an equivalent combination of education and experience with knowledge and abilities essential to the successful performance of the duties assigned to the position.

Knowledge of: How to interpret County zoning, planning and building policy and regulations; techniques used in compiling and interpreting data, and presenting it in graphic forms; instruments, methods, and symbols used in topographic mapping and property descriptions; research and investigative techniques and procedures; basic computer skills such as internet research, email, word processing, databases and spreadsheets; basic writing skills including punctuation, grammar, organization and appropriate format.

Ability to: Understand, explain, and interpret planning and building policies and regulations accurately and tactfully to the public; analyze planning and building applications for compliance with procedural requirements; understand and interpret legal property descriptions, topographic drawings, maps, and field notes; communicate and present information to County staff, officials and the general public clearly, accurately and tactfully; prepare well-written and well-organized reports, memorandums and correspondence; prepare graphs, charts, exhibits, and illustrations for reports; prepare and distribute legal notices; operate a computer and software

including internet, email, word processing, spreadsheets, data bases, website development and geographic information systems; prepare neat and accurate charts and graphs; take direction from multiple sources and complete tasks on a deadline; seek direction and prioritize tasks; assist staff in meeting development and set up; collect and analyze data; must have ability to work in a busy office environment with the ability to sit for extended periods, stand, walk up to one-quarter mile on terrain that may not always be level, kneel, stoop, squat, twist, and lift and carry up to 20 pounds. Assignment of field inspections and tours will require outdoor work, sometimes in adverse weather conditions.

Special requirements: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation and physical examination including drug screen. Your position may be required to serve as a Disaster Service Worker during a County emergency. Must be willing and available for night meetings, out-of-state travel, and overnight travel; must be available to work overtime as necessary.

NEPOTISM POLICY: A copy of Inyo County Personnel Rules and Regulations, Section 107, is available upon request.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral interview.