

LINN COUNTY CLASSIFICATION

TITLE: PLANNING TECHNICIAN
NUMBER: 335
PAY RANGE: 10
CATEGORY: OPEU

APPROVAL ORDER
NUMBER: 2000-286
DATE: August 9, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform technical work in the planning section. Work involves tasks such as compiling and analyzing data, preparing administrative evaluations for land use planning cases, preparing and presenting staff reports, and preparing graphics.

SUPERVISION RECEIVED: Works under the supervision of the assigned section supervisor. Assigned work is expected to be performed with a minimum amount of supervision. Judgment and discretion are to be used in completing the assignments.

SUPERVISION EXERCISED: Exercises limited supervision over drafts persons, interns, various students who are developing projects, and clerical staff as required.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Develop background information for inclusion in planning inventories and comprehensive plan.
2. Conduct research, compile, and analyze data, write and present staff reports.
3. Prepare administrative staff evaluations and make decisions regarding department determinations for assigned land use planning cases.
4. Respond to inquiries regarding planning activities either in person, over the telephone, or through correspondence.
5. Attend meetings, as necessary, to present and explain staff reports and recommendations, and to obtain citizens' input on planning matters.
6. Prepare graphics for inclusion in inventories, plans and reports.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

9. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the principles and procedures involved in land use planning. Knowledge of research methodologies and statistical techniques.

Ability to conduct research and compile and analyze technical data. Ability to prepare staff reports and present them in writing and orally in a clear and concise fashion. Ability to prepare a variety of visual aids either for public meetings or for incorporation into staff reports. Ability to establish and maintain effective working relationships with governmental agencies and officials, businesses, county employees and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a four-year college or university with a Bachelor's Degree in planning, geography, or a planning related field; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.