

The Maryland-National Capital Park and Planning Commission

TITLE: Planning Technician II
SERIES: Planning

GRADE: 16
CODE: 2232 EEO: Technician

DATE: 1/26/2021
FLSA: Non-Exempt

Class Definition:

Under general supervision, performs a full range of plans, permits or application reviews, and planning assistance work for a specialized area of planning at the journey level. Assesses development review applications, data collection and analysis, and/or related work in support of the planning function, as well as, the assessment of applications and permits with applicable county codes and regulations. Identifies problems and changes needed for compliance; prepares review comments and recommends approval or disapproval of permit applications. Explains and interprets codes, ordinances, maps, plans, and planning procedures and regulations to the general public, in-house staff, developers, and other professionals. Collects, accounts for, and deposits fees for applications, publications, and other materials. Collects and organizes planning related data; assists with analyzing data, identifying trends, relationships, and levels of activity; prepares correspondence, reports, graphs, charts and diagrams in accordance with accepted formats and established standards. Some work may be confidential or sensitive. As an individual contributor, work results in completed assignments that have important impact on planning assistance matters of the unit or work program of assignment. Applies knowledge of codes and ordinances, planning or regulatory functions, processes and/or programs. Performs various types of research and analyses and solves regularly occurring problems, including a range of non-standard problems. Interacts with people inside and outside the organization to exchange routine and non-routine information. Performs other duties, as assigned.

Work is assigned in terms of ongoing functional responsibilities, requirements of specific assignments and anticipated assignments. The incumbent plans and carries out the work in conformance with established policies and procedures and accepted practices of the field of work, and resolves commonly encountered work problems and deviations by selecting and applying the appropriate guidelines. The incumbent keeps the supervisor informed and brings uncommon problems to the supervisor's attention for guidance or resolution. Work is expected accurate, timely and consistent with guidelines – the incumbent is held responsible for results, and is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Reviews simple plans, permits or applications (e.g., walk-through building permits, subdivision plans, site plans, zoning requests, special exceptions, departures from design standards) which includes a multiple of applicable codes, master and functional plans, frequently changing codes, and/or lack of or conflicting precedence that makes interpretation difficult. Identifies problems and changes needed for compliance; recommends approval or disapproval of permit applications.
2. Reviews development applications to check for completeness, accuracy, internal consistency, legal description, and legal compliance before review by others. Prepares applications for review and distributes to appropriate review sections/agencies within established time frames; discusses plans and any problems with property owners, developers, architects, and attorneys. Sends plans to appropriate staff and other interested parties for final review.

The Maryland-National Capital Park and Planning Commission

TITLE: Planning Technician II
SERIES: Planning

GRADE: 16
CODE: 2232 EEO: Technician

DATE: 1/26/2021
FLSA: Non-Exempt

3. Assists with reviewing master plans, site plans, aerial photos, and other documents to identify changes needed in special purpose maps to reflect new plans, construction and demolition, subdivisions, rights-of-way, historic sites, parks; sends copies to established distribution list.
4. Assists with performing field investigations and review of subdivisions, site plans, zoning special exceptions, and related regulatory activities.
5. Collects and organizes a variety of data from various sources relating to land use and development activities, housing, population and economic growth, public facilities, transportation, environment, and parks and recreation facilities. Assists with analyzing data; identifying trends, relationships, and levels of activity. Prepares graphs, charts, diagrams, and reports using standard office software (e.g., word processing, spreadsheet, and database).
6. Collects data and information from computerized permit system and other sources; organizes and reviews data to ensure information is accurate and meets requirements. Assists with maintaining databases; searches hard copies and automated files, databases, and other information sources to code. Checks accuracy of data, collects data, or answers questions for supervisor or other staff.
7. Locates codes and ordinances; explains codes for customers and notifies if applications/plans are clearly not in compliance. Stays informed of code and ordinance changes in area assigned; keeps applicable codes updated and maintains awareness of in-house policy changes.
8. Provide assistance in preparation of area plans, functional plans, growth policy and general planning activities.
9. Collects permit/application/publication or other fees; records money received and prepares deposits.
10. Ensures that inquiries from customers are documented on appropriate records and permit review comment(s) sheets are prepared in accordance with established guidelines.
11. Sells reports, maps, and aerial photomaps at counter; fills mail and telephone orders. Assists with inventories; maintains counter stock.
12. Communicates and interacts effectively with business contacts. Establishes and maintains, or enhances, working relationships, including teamwork, with internal and external contacts. Communicates by telephone, in person, by form letter or notice with government officials, citizens, developers, engineers, architects, attorneys, department planning staff and other planning agencies to answer questions and provide routine or specialized information, maps, and publications.

The Maryland-National Capital Park and Planning Commission

TITLE: Planning Technician II
SERIES: Planning

GRADE: 16
CODE: 2232 EEO: Technician

DATE: 1/26/2021
FLSA: Non-Exempt

13. Prepares digital maps, plans, graphics, and slides to assist planners in preparing publications and in-house presentations at public hearings and meetings.
14. Schedules meetings and prepares meeting notes. Assists with scheduling site visits and inspections.

Important Worker Characteristics:

- A. Good knowledge of: (1) County ordinances governing zoning, subdivision, and related areas; (2) database maintenance and retrieval; (3) planning principals; (4) county and Commission organization, policies, procedures, rules, and regulations governing permit/application processing*; and (5) County geography*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill in and ability in: (1) use of computer databases for entering and extracting information; (2) preparation of digital presentations; (3) use of a variety of computer programs and applications for word processing, spreadsheets, map production, graphics, slide presentations, data entry, and tracking systems; (4) review plans, permits and applications and recommends approval or disapproval of permits; (5) work accurately and quickly while serving customers and responding to phones; (6) read, interpret and apply codes and ordinances; and (7) perform accurate mathematical calculations; and (8) use of plotters, printers and point of sale machines.
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include reviewing simple plans, permits or applications which include a number of applicable codes, master and functional plans, frequently changing codes, and/or lack of or conflicting precedence that makes interpretation difficult.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include reading, interpreting and applying codes and ordinances.
- E. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications:

1. High school diploma or Certificate of General Educational Development (GED).
2. Two (2) years of progressively responsible experience with plan, permit and development application review.
3. An equivalent combination of education and experience may be substituted, which together total two (2) years.

The Maryland-National Capital Park and Planning Commission

TITLE: Planning Technician II
SERIES: Planning

GRADE: 16
CODE: 2232 EEO: Technician

DATE: 1/26/2021
FLSA: Non-Exempt

Working Conditions:

Works in an office setting; may work outdoors briefly on an incidental basis. Work is primarily sedentary and requires light physical effort; may require greater physical effort on an incidental basis. May be subject to various job demands such as high volume of work and tight deadlines.