

The Maryland-National Capital Park and Planning Commission

TITLE: Planning Technician
SERIES: Planning Series

GRADE: D CODE: 4310
DATE: 9/19/2000
FLSA: Non-exempt

Class Definition

Under general supervision reviews applications for accuracy and completeness in support of the planning function. Consults computerized data bases and documents to verify information and to locate missing information; maintains computerized and manual records; screens applications to see if proposed work is in compliance with well-established codes. Responds to customer inquiries, both in-person and on the phone. Collects, accounts for and deposits permit, publication and application fees. Work requires a good knowledge of county geography and organization and functions as well as ability to read and interpret maps and plans. A Planning Technician is expected to develop knowledge of a variety of codes and ordinances. With experience, a Planning Technician performs assigned tasks independently in accordance with standard practices of the field and resolves a variety of hardware and software problems. Positions in this class are normally associated with a specialized area of planning (e.g., parks, transportation, trails, historic preservation, environment, research, regulatory planning) or serving at the Information Counter. Unusual and unprecedented issues and problems are referred to the supervisor or other appropriate staff. Performs related duties as assigned.

Essential Job Functions:

1. Reviews and processes applications in accordance with procedural requirements. Identifies applications that are incomplete and clearly unacceptable. Distributes applications to appropriate review sections/agencies within established time frames. Refers doubtful situations to a supervisor for review. Maintains notes of interactions with customers.
2. Keeps applicable codes updated and maintains awareness of in-house policy changes. Stays abreast of code and ordinance changes in area assigned. Locates codes and ordinances in appropriate books and other sources. Interprets codes for customers and notifies them if application/plan is clearly not in compliance.
3. Documents each inquiry from a customer on appropriate records. Prepares permit review comments sheets in accordance with established guidelines.
4. Collects permit/application/publication fees. Records money received and prepares deposits.
5. Collects data and information from computerized permit system and other sources. Organizes and reviews data to ensure it is accurate and meets requirements.

Essential Job Functions (continued):

6. Prepares digital maps, plans, graphics and slides to assist planners in preparing publications and in presentation at public hearing and meetings.
7. Documents, tracks and posts signs for public hearings.

Important Worker Characteristics:

Knowledge of: (1) County ordinances governing zoning, subdivision and related areas*; (2) County and Commission organization, policies, procedures, rules and regulations governing permit/application processing*; and (3) County geography*.

Skill in: (1) use of computer data bases for entering and extracting information; (2) communicating with the general public on matters related to permit/application processing, compliance with codes and ordinances; (3) preparation of digital presentations; and (4) variety of computer programs and applications for word processing, spreadsheets, map production, graphics, slide presentations, data entry, and tracking systems.

Ability to: (1) work accurately and quickly while serving customers and responding to phones; (2) understand and apply a system of procedures and rules; (3) perform accurate mathematical calculations; and (4) communicate effectively.

*Developed primarily after employment in this class.

Minimum Qualifications:

1. Graduation from high school or GED

Working Conditions

Work is performed in an office setting. Work involves walking, standing, bending, crouching, and carrying of equipment and supplies.