

## The Maryland-National Capital Park and Planning Commission

TITLE: Senior Planning Technician                      GRADE: F                      CODE: 4311  
SERIES: Planning    DATE: 09/19/00                      FLSA: Non-Exempt

### Class Definition

Under general supervision, performs permit review, data collection and analysis, and/or related work in support of the planning function. Senior Planning Technicians apply knowledge of codes, ordinances, planning or regulatory functions, processes, and/or programs to collect and review information, determine accuracy of information, and explain and interpret information to the general public, architects, engineers, developers, and others. Work assignments include: reviewing applications and simple permits for accuracy, completeness, and compliance with applicable codes and regulations; identifying problems and changes needed for compliance; preparing review comments; serving the general public, developers, and other professionals by interpreting codes, ordinances, maps, plans, and planning procedures and regulations; collecting, accounting for, and depositing publication or permit and application fees paid at the counter; collecting and organizing planning related data; and preparing correspondence or reports in accordance with accepted formats and established standards. Senior Planning Technicians perform assigned tasks independently in accordance with standard practices of the field, and take initiative to refer unusual, unprecedented issues and problems to the supervisor or other appropriate staff. 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. Performs related duties as assigned.

### Essential Job Functions:

1. Reviews simple plans, permits, or applications (e.g., walk-through building permits, subdivision plans, site plans, zoning requests, zoning exceptions, departures from design standards) which includes a number 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 preliminary subdivision plans, site plan, and permit plan applications to check 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.
3. Reviews preliminary record plats or subdivision plans to check street names proposed by developers to avoid duplicate, confusing, or unacceptable names, problems with property owners, architects, or attorneys. Notifies property owners, utility companies, and tax department when existing address is changed. Maintains file of used and unused street names and addresses.
4. 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. Tabulates and analyzes data. Identifies trends, relationships, and levels of activity. Prepares graphs, charts, diagrams, and reports using standard office productivity software (e.g., word processing,

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### Essential Job Functions (continued)

5. Reviews 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.
6. 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. Interprets codes for customers and notifies them if application/plan is clearly not in compliance.
7. Documents each inquiry from a customer on appropriate records. Prepares permit review comments sheets in accordance with established guidelines.
8. Collects permit/application/publication fees. Records money received and prepares deposits.
9. Collects data and information from computerized permit system and other sources. Organizes and reviews data to ensure it is accurate and meets requirements. Maintains databases. Searches hard copy and automated files, databases, and other information sources to code, check accuracy of data, collect data, or answer questions for supervisor or other staff.
10. Communicates by telephone, in person, by form letter or notice with government officials, citizens, developers, engineers, attorneys, and others to answer questions and provide routine or specialized information, maps, and publications.
11. Provides assistance in preparation of area plans, functional plans, growth policy, and general planning activities.
12. Prepares digital maps, plans, graphics, and slides to assist planners in preparing publications and in-house presentations at public hearings and meetings.
13. Performs field investigations and reviews of subdivision, site plans, zoning special exception, and related regulatory activities.
14. Sells publications, reports, maps, and aerial photomaps at counter. Fills mail and telephone orders. Assists with inventories. Maintains counter stock.

### Important Worker Characteristics:

- A. Good knowledge of: (1) county ordinances governing zoning, subdivision, and related areas; (2) county and Commission policies, procedures, rules, and regulations governing permit/application processing;\* and (3) county geography.

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### Important Worker Characteristics (continued)

- B. 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 and 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.
- C. 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; and
2. Two years of directly related work experience; or
3. An equivalent combination of education and experience.

### Working Conditions

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

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