

The Maryland-National Capital Park and Planning Commission

TITLE: Principal Planning Technician
SERIES: Planning

GRADE: G
DATE: 09/19/00

CODE: 4312
FLSA: Non-exempt

Class Definition

Under general supervision, performs advanced permit review or planning assistance work or manages a specialized portion of the planning or regulatory program. Work involves: reviewing permits and planning applications; identifying problems and changes needed for compliance; working with the general public, developers, and professionals to identify alternative methods for compliance; collecting, organizing, and analyzing planning related data; preparing graphics for reports and presentations; writing reports; or coordinating a planning or regulatory program such as street naming and numbering, and developing and implementing procedures to improve program performance. Work requires in-depth knowledge of zoning and subdivision codes, county geography, organization, and functions. A Principal Planning Technician plans, organizes, and prioritizes own work in the context of established standards. Positions in this class are normally associated with a specialized area of planning (e.g., parks, transportation, trails, historic preservation, environment, research, regulatory planning). Performs other related duties as assigned.

Essential Job Functions:

1. Reviews plans, permits, or final plats (e.g., site plans, design plans, building permits) which include intricate elements such as complex approval conditions, a number of applicable codes, frequently changing codes, and/or lack of or conflicting precedents that make interpretation difficult. Identifies problems and changes needed for compliance. Prepares and disseminates detailed written review comments on permit, site plan, and final plat issues. Notifies and discusses issues with applicants and their representatives. Researches historical code and ordinance interpretations. Initiates referrals to other departments as necessary. Approves or disapproves permits.
2. 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.
3. Keeps applicable codes updated and maintains awareness of in-house policy changes. Stays abreast of code and ordinance changes in area assigned.
4. Communicates regularly with developers, builders, engineers, architects, attorneys, and homeowners to examine possible alternatives for meeting regulations. Documents each inquiry from a customer on appropriate records. Communicates with elected officials, citizens, and various county agencies, verbally or in writing, concerning permit matters and regulations.
5. Collects permits, applications, and publication fees. Records money received and prepares deposits.
6. Writes reports based on research relating to planning matters such as land use and development activities, housing population and economic growth, public facilities, transportation, environment, and parks and recreation facilities. Collects data by conducting surveys or from other automated and non-automated sources. Tabulates and analyzes data. Identifies trends, relationships and levels of activity. Prepares graphs, charts, and diagrams using standard office productivity software (e.g., word processing, spreadsheet, and database).

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Essential Job Functions (continued)

7. Manages a specialized technical portion of the planning or regulatory program. Coordinates work efforts within the Commission and with other agencies. Plans and prioritizes work to implement the work effort. Serves as a representative of the department on matters related to area of responsibility. Maintains records. Orders supplies as necessary. Develops and implements new procedures to improve productivity and effectiveness. May have final review or signatory authority as delegated.
8. Provides assistance in the preparation of area plans, functional plans, growth policy, and general planning activities. Researches files and other sources to code; researches to ensure accuracy of data; assembles data; and answers questions for supervisor or other staff.
9. Prepares digital maps, plans, graphics, and slides to assist planners in preparing publications for in-house presentations, public hearings, and meetings.
10. Updates development activity logs, maps, and other records.
11. Performs field investigations and reviews of subdivisions, site plans, special exceptions, and related regulatory activities.
12. Trains new workers on code and ordinance interpretation and planning policies and procedures.
13. Participates regularly on the Alternative Compliance Committee.

Important Worker Characteristics:

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

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Minimum Qualifications:

1. Graduation from high school or GED; and
2. Four years of directly related work experience (an associate of arts degree in a relevant discipline can be substituted for two years of 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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