

The Maryland-National Capital Park and Planning Commission

TITLE: Planning Technician III
SERIES: Planning

GRADE: 18
CODE: 2233 EEO: Technician

DATE: 1/21/2021
FLSA: Non-Exempt

Class Definition:

Under direction, performs advanced permit review or planning assistance work or manages a specialized portion of the planning or regulatory program. Work involves reviewing permits and development review applications; identifying problems and changes needed for compliance; working with the general public, developers, and professionals to identify alternatives for compliance. Collects, organizes, and analyzes planning related data; prepares graphics for reports and presentations. Writes reports; or coordinates a planning or regulatory program such as street naming and numbering, and develops and implements procedures to improve program performance. Some work is confidential or sensitive. As an individual contributor, work results in completed assignments that have a direct impact on planning assistance matters of the unit or program of assignment. May provide guidance to lower level technicians. Applies considerable knowledge of zoning and subdivision codes, county geography, organization and functions along with knowledge of an area of planning (e.g., parks, transportation, trails, historic preservation, environment, research, regulatory planning). Independently 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 information, coordinate, instruct and guide. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guideline(s). The incumbent is to keep the supervisor informed and to seek assistance only for highly complex or sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

Examples of Important Duties:

1. Reviews applications, 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 lack of precedents that make interpretations difficult. Identifies problems and changes needed for compliance; prepares and disseminates detailed written review comments on permit, applications, site plans, 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 preliminary record plats or subdivision plans to check street names proposed by developers to avoid duplicate, confusing, or unacceptable names, issues with property owners, architects, or attorneys. Notifies property owners, utility companies, and tax department when an existing address is changed. Maintains and updates file of used and unused street names and addresses.

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3. Reviews master plans, site plans, aerial photos, and other documents to identify changes needed in special purpose maps to reflect new plans, construction and demolitions, subdivisions, rights-of-way, historic sites, and parks. Sends copies to established distribution list.
4. Performs field investigations and review of subdivisions, site plans, zoning special exceptions, recreational facilities under construction, condition dedicated parklands and other related regulatory activities.
5. Communicates regularly with developers, builders, engineers, architects, attorneys, and homeowners to examine possible alternatives for meeting regulations; documents each inquiry from customers on appropriate records. Communicates with elected officials, citizens, and various county agencies, verbally or in writing, related to planning such as: zoning, master plans, forest conservation, stormwater and regulatory process. Writes reports based on research relating to planning matters such as land use and development activities, housing population and economic growth, public facilities, transportation, and environment.
6. Locates codes and ordinances; interprets and explains codes for customers and ensures customers understand why 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.
7. Manages specialized technical portion of the planning or regulatory program; provides assistance in preparation of area plans, functional plans, growth policy and general planning activities.
8. Collects and organizes a variety of data from various sources relating to land use and development activities, land records, 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, spreadsheet, and database).
9. Collects data and information from computerized permit system and other sources; organizes and reviews data to ensure information is accurate and meets requirements. Maintains databases; searches hard copies and electronic files, databases, and other information sources to code. Checks accuracy of data, collects data, or answers questions for supervisor or other staff.
10. Confirms that permit, application, publication and other fees are collected; money received is recorded and deposits prepared.
11. Coordinates work efforts within Commission and with other agencies; plans and prioritizes to implement work efforts. Serves as representative of department on matters related to area of responsibility; develops and implements new procedures to improve productivity and effectiveness. May have final review or signatory authority as delegated.

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12. Updates and maintains development logs, maps and other records.
13. Sells reports, maps, aerial photomaps, and other materials at counter; fills mail and telephone orders. Orders supplies as necessary.
14. Ensures that digital maps, plans, graphics, and slides are prepared to assist planners in preparing publications and in-house presentations at public hearings and meetings.
15. Trains new workers on code and ordinance interpretation and planning policies and procedures.
16. Confirms that meetings are scheduled, and meeting minutes prepared; schedules site visits, pre-construction meetings and inspections.

Important Worker Characteristics:

- A. (1) Considerable knowledge of: (a) County ordinances governing zoning, subdivision, and related areas; (b) database maintenance and retrieval; (c) planning principles; (d) GIS principles*; (e) County and Commission organization, policies, procedures, rules, and regulations governing permit and application processing*; and (f) county geography*. (2) Knowledge of an area of planning (a) parks; (b) transportation; (c) trails; (d) historic preservation; (e) environment; (f) research; (g) regulatory planning.
- 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) use of plotters, printers and point of sale machines; (5) operation of software particular to department*; (6) review plans, permits and applications; (7) work accurately and quickly while serving customers and responding to phones; (8) read, interpret and apply codes and ordinances; (9) perform accurate mathematical calculations (10) deal with individuals that are upset; and (11) know when to escalate problems to supervisor.

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

- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include reviewing plans, permits or applications 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.
- 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. This includes skill in actively listening and encouraging effective communication by others. Examples include reading, interpreting and applying codes and ordinances.

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- 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. Four (4) 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 four (4) years.

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.