

**CITY OF CHATTHOOCHEE HILLS
JOB DESCRIPTION**

**JOB TITLE: PLANNING TECHNICIAN
COMMUNITY DEVELOPMENT - PLANNING**

GENERAL STATEMENT OF JOB

The purpose of this position is to provide technical and administrative support for the Community Development Department. Responsibilities include assisting with interdepartmental projects, preparing maps, graphics, computer presentations and other items, and compiling property inventories and geographic information. Reports to City Planner. This is position is also a front line office team member who interacts directly with the public and assists with other service request outside the scope of planning.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Prepares and/or updates maps, plats, and related materials. Performs computer-aided drafting and mapping.

Prepares graphic and other presentation materials.

Prepares signs, maps and other similar items necessary for public hearings.

Assigns addresses and street names and maintains address database; communicates all information to various public agencies and emergency service personnel.

Assists in cataloguing and processing development plans, and in maintaining development files. Completes, processes and reviews a variety of forms, reports and various other documents.

Maintains the development database.

Reviews legal descriptions for maintaining city maps and files.

Assists in the daily maintenance of the plan and map files; provides city employees and the public with information as requested.

Compiles inventories and demographic information, conducts research, and performs other duties as necessary to create and/or update maps and files.

Prepares PowerPoint or similar type visual presentations.

Assists the public with questions concerning construction and development or as otherwise necessary.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required including working the front customer service desk for walk-in inquiries and assistance.

MINIMUM TRAINING AND QUALIFICATIONS

Possess or pursuing a Bachelor's Degree in Geography, Urban Planning, Cartography, or closely related field. Two (2) years work experience in computer aided drafting, graphics and the use of GIS and related software, including Windows, Arc Info, Arc View and AutoCAD; or any equivalent

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combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position. Knowledge of analysis and database management practices and principles, Microsoft Office Suite, as well as, manual drafting, lettering and plan reading ability.

FLSA STATUS: Non-exempt

PAY GRADE: C

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of drafting and office equipment and machinery to including a computer, scanner, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to ten pounds of force occasionally, and/or up to five pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of ten to twenty pounds

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports. Requires the ability to speak with and before others.

INTELLIGENCE: Requires the ability to learn and understand relatively simple principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instruction.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of drafting tools and equipment. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERMENT: Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions such as in interpreting assignments and instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

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PHYSICAL COMMUNICATON: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words.) (Hearing – perceiving nature of sounds by ear.)