

*Code: 2361*

*Title: PLANNING TECHNICIAN*

**SUMMARY:** This classification assists professional planners in the processing of subdivision plats, development plans, rezoning applications, Comprehensive Plan amendments and other similar applications by performing quality-control reviews of automated database materials including Graphic Information Systems (GIS) products, maintaining databases related to zoning, subdivisions and other like materials, and performing research and data gathering on development related activity.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Prepare and mail public and agency notices of development activities requiring public review, comment or input;

Prepare and maintain maps, displays, and related informational materials for public meetings, hearings, forums and other events;

Maintain manual and automated records and chronological logs of development activities appropriate to area of assignment;

Review accuracy of GIS plots generated from original source documentation, and identify errors to appropriate staff for resolution;

Assist the public at front-counter by receiving applications, referring applicants to appropriate staff or agencies, and answering inquiries from the public;

Assist planners in setting up public meetings, conducting research, and preparing routine or specialized reports;

Gather data and perform research on development activity using a variety of sources and reference material such as automated databases, GIS technology, and the Internet for routine or special projects;

Performs computer-aided drafting and illustration work.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- County planning, zoning and subdivision review processes;
- principles and techniques of database management software and GIS software;
- principles and techniques of interpreting aerial photographs, land use maps and subdivision plats;
- principles and techniques of computer-aided drafting, computer graphics, and other illustration processes;
- techniques for tracking development activity and population growth.

Skill in:

- processing public inquiries and explaining the planning and zoning processes;
- reviewing GIS map products and databases against original source data for accuracy;
- using Automated Information Systems (AIS) software including spreadsheets, word processing and databases;
- accessing, extracting, and reviewing data from GIS technology software;
- maintaining records of assignments;
- maintaining databases;
- performing research and analysis on planning and zoning issues;
- reading and interpreting land use maps, aerial photographs, and subdivision plats;
- communicating effectively with staff and public.

**MINIMUM QUALIFICATIONS:**                      EITHER

(1) 30 semester hours of course work related to City, Urban or Regional Planning, Geography, Cartography, Architecture, Landscape Architecture, Computer Aided Design or Drafting from an accredited college or university or other specific course work identified by the Appointing Authority

during the pre-recruitment process.

OR

(2) One year of paraprofessional or professional experience in processing subdivision plats, development plans, rezoning applications or comprehensive planning.

OR

(3) One year of experience with Pima County as a Graphic Information Systems Data Entry Technician, Title Examiner Specialist, Property Appraisal Aide or Zoning Inspection Technician.

**OTHER REQUIREMENTS:**

**Licenses and Certificates:** Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial or promotional probation. Failure to obtain/maintain the required licensure shall be grounds for termination.

**Physical/Sensory Requirements:** Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 7/30/00(cs)  
Updated 2/7/14(tb)