

PLANNING TECHNICIAN

Definition:

Under direction, to perform technical duties in support of the planning function.

Distinguishing Characteristics

This is the entry level into the five level planning series. The Planning Technician is distinguished from the Planner in that the Planning Technician performs paraprofessional and technical work in support of the planning function.

Essential Functions:

- Researches and verifies addresses and street names.
- Maintains and updates parcel maps.
- Processes files to include mapping, documenting, sending notifications and closing files.
- Responds to inquiries made in person or over the phone.
- Prepares graphics using GIS system.
- Inventories office supplies and materials.
- Reproduces case files and maps.
- Performs other duties of similar nature or level as required.

Employment Standards:

Associate's Degree **OR** an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Knowledge of: report writing techniques; research methodologies; and customer service.

Skill in: charting; using digital equipment; using computers and related software applications; creating maps; maintaining files and records; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

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Js0944(former titles Planning Technician I/II)