

DEPARTMENT: Personnel

BY: Richard J. Benson

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**RECOMMENDED ACTION AND JUSTIFICATION:**

Approve an amendment to the Planning Technician job description by incorporating language within the job description relating to working with Williamson Act contracts and Geographic Information Systems (GIS). It is the intent of the department to hire an individual on an extra-help basis to fill the Planning Technician position who will provide support in all areas of planning, zoning, and land use including those areas relating to Williamson Act contracts. The extra-help incumbent in this classification will further provide support as it relates to preparing maps using GIS applications. By incorporating Williamson Act and GIS language in the Planning Technician job description instead of creating a single class for these functions, the incumbent can provide staff support in not only these areas but the individual can also provide overall staff support in all areas of planning, zoning, and land use.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

In February and July 2007, the Board approved the amendment of the Planning Technician job description to reflect a substitution clause (experience substituted for the college education) as well as amended the minimum qualifications that would attract a large candidate pool.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

If this action is not approved, Personnel will begin recruitment for a Planning Technician without the new Williamson Act and GIS language.

Financial Impact? ( ) Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		Job Description.
Source:		
Internal Transfer		
Unanticipated Revenue	_____ 4/5's vote	
Transfer Between Funds	_____ 4/5's vote	
Contingency	_____ 4/5's vote	
( ) General ( ) Other		

**CLERK'S USE ONLY:**

Res. No. 08-261 Ord. No. \_\_\_\_\_  
Vote - Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Approved  
( ) Minute Order Attached ( ) No Action Necessary

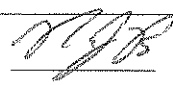
**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended  
 No Opinion  
Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

CAO: 

## PLANNING TECHNICIAN

### DEFINITION

To provide technical staff support of planning, zoning and land use projects, which may include Williamson Act contracts. Depending on assignment, prepares and maintains cartographic materials; prepares reports and meeting packets on routine planning applications; performs varied Geographic Information Systems (GIS) work, updates department's website as assigned; and performs related duties and responsibilities as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy Planning Director and Planning Director.

### EXAMPLES OF ESSENTIAL FUNCTIONS

Collects, researches, reviews and organizes field and office data for the development of staff reports, analysis of planning elements, and/or development or modification of current land use policies.

Conducts project site visits to collect pertinent information regarding site conditions.

May conduct investigations regarding agricultural projects, Land Conservation Act contract compliance, and potential violations of Land Conservation Act contracts.

May perform general cartographic work, including preparing new maps, revising existing maps, and preparing maps and graphics for presentations.

Reviews project plans for completeness, accuracy and compliance with pertinent laws, regulations, codes and ordinances.

Prepares fee estimates for projects.

May review building permit applications for completeness, accuracy and compliance with regulations, policies and procedures.

Reviews legal descriptions of properties for accuracy.

Assists in the preparation of Planning Commission packets and may prepare agendas and minutes for Agricultural Advisory Committee.

Assists Planners in processing and maintaining project records and reports, and in completing minor projects as assigned (which may include, but is not limited to, Lot Line Adjustment Applications, Applications for Certificates of Compliance, Applications for Certificates of Development, Applications for Amended Conditions, Time Extension Applications, Minor Design Review Applications, and Road Name Applications).

Receives and responds to public inquiries and requests for assistance at the front counter, via e-mail and over the telephone.

Duplicates maps and other documents for staff and the public as requested; collects and receipts related fees.

Performs general planning support work as required, including preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, sending and receiving faxes, answering the telephone, etc.

May update the department's website as assigned.

Attends training, meetings and workshops as necessary to enhance job knowledge and skills.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Pertinent state and local laws, regulations, codes and ordinances.

County and department policies and procedures.

Basic principles of planning and land use.

Depending on assignment, nomenclature, symbols, methods and instruments used in map and drafting work.

Legal documents, property descriptions, deeds, survey data and other source materials either pertaining to the preparation and maintenance of maps and/or Williamson Act contracts.

Depending on assignment, techniques of graphic illustration.

Depending on assignment, computerized drafting software, applications and techniques, and the principles of GIS systems and operations.

Principles and practices of record-keeping.

Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Safe work practices.

### **Ability to:**

Understand, interpret and apply State laws, and local ordinances, requirements and regulations related to planning, which may include mapping activities.

Understand and carry out written and oral instructions.

Depending on assignment, demonstrate meticulous drafting skill; prepare and interpret detailed maps, drawings, charts and plans with or without computer aided mapping equipment.

Analyze and interpret related legal documents. Locate and read property descriptions.

Compute areas and closures from property descriptions and maps. Depending on assignment, make required mathematical calculations rapidly and accurately.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing. Prepare and maintain accurate work records and reports.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, skin irritants, working at heights.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 25 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Two years of experience in a planning-related field and/or general cartographic drafting or experience in a high public contact setting involving the explanation of procedures and/or regulations. Depending on assignment, one year of the two years of experience will require working with Geographic Information Systems (GIS).

#### **Education:**

High school diploma or GED equivalency is required. Completion of two years of college with major course work in planning, geography, architecture, economics, environmental studies or a related field.

#### **Substitution:**

Additional qualifying experience may be substituted for the college education on a year-for-year basis.

#### **Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**