

## PLANNING TECHNICIAN

Job Code	Pay Grade
06102	CL11

### Nature of Work

This is entry to moderate level technical work preparing highly specialized graphic presentations used in various planning activities, moderately complex data support to a GIS computer mapping and database management system, recording spatially related data used in various components of the Countywide Comprehensive Plan and other County planning and computer generated mapping operations. An employee in this classification may prepare camera-ready graphics involving paste-ups, color separation and overlays, design, layout and production of original graphics, maps, charts and graphs, miscellaneous reports and similar tasks requiring special advanced skills. Independent judgment is exercised in the performance of assigned tasks and an employee may coordinate unit work and projects or provide direction and technical assistance to other personnel.

### Minimum Qualification Requirements

- 4 years experience in design, graphic arts, commercial art, engineering cartography or drafting preparing layouts, illustrations, charts, maps or renderings; or
- Associate's degree with course work in one of the above fields and 2 years experience in preparing layouts, illustrations, charts, maps, or renderings; or
- An equivalent combination of education, training and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities and credentials relevant to position.

### Illustrative Tasks (These are examples and are not all inclusive.)

Depending upon area of assignment, Planning, Engineering, Public Works, etc., position may:

- Prepare camera-ready copy for black and white or color printing including overlays, paste-ups and color separation.
- Prepare original artwork including complex layouts, illustrations, renderings and cover designs.
- Prepare various visual aides in graphic, pictorial, cartographic and technical drawing form.
- Participate in the research, tabulation and compilation of statistical data pertaining to various aspects of the County planning program.
- Assist customers in retrieval of information for specific locations and projects.
- Conduct field investigations for derelict vessels, signage placement and violations of placement in County navigational waters and take corrective action.
- May require knowledge of GIS functions in variety of venues, which may include exporting GIS data and producing preparedness mapping, crash data, aerials, navigational waters mapping for markers, derelict vessels, sea mammal population.
- Digitize computer drawings in accordance with established criteria and procedures.
- Assists other graphics personnel with their projects.
- May operate map reproduction machines and related office equipment.

## PLANNING TECHNICIAN (continued)

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### Illustrative Tasks (continued)

- May perform data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, and routine computer terminal operations and programming/reprogramming.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the principles, practices, techniques, terminology, instruments and related equipment commonly associated with graphics, design, AutoCAD and drafting work.
- Knowledge of basic mathematics through geometry.
- Knowledge of standard statistical principles and methods.
- Knowledge of research techniques as they apply to the collection and preparation of preliminary reports.
- Ability to retrieve and present data in graphic, pictorial, tabular and written form.
- Ability to analyze facts and exercise sound judgment in arriving at conclusions required to perform assigned tasks.
- Ability to express oneself clearly and concisely orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
10/02	Technicians	Classified