

PLANNING TECHNICIAN, LEAD

Job Code	Pay Grade
06104	CL12

Nature of Work

This is advanced technical work maintaining or preparing highly specialized GIS data, reports, graphic presentations or other information used in various planning activities. The classification includes 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. Position duties require the incumbent to master the technical demands and sometimes direct the efforts of other staff while performing in the work leader role in one or a combination of technical services support to a department or unit within a department. 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 more senior technical assistance to other personnel.

Minimum Qualification Requirements

- 5 years experience in design, graphic arts, commercial art, engineering, cartography, drafting and 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.
- Assists 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.
- 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.

PLANNING TECHNICIAN, LEAD (continued)

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Illustrative Tasks (continued)

- Leads or directs other staff efforts as the work unit's expert in one or a combination of more highly specialized technical areas such as intra and internet support, information technology coordination/liaison or other more difficult work assignments.
- May apply basic computer programming to administer the unit's database functions, support web site activities, leads others in unit technical matters that require more specialized training than is typical of other unit staff performing unit assignments.
- 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.

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Created	EEOC Code	Overtime Code
10/02	Technicians	Classified