

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5240

TITLE: PLANNING TECHNICIAN I

GRADE: S-16

DEFINITION:

Under supervision, performs routine to moderately technical and paraprofessional work in one or more phases of planning and zoning; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Planning Technician I is the entry level class in the series. The Planning Technician I is distinguished from the Planning Technician II in that the Planning Technician I performs more routine and narrow in scope work (time-sensitive technical duties in support of the Division's work) whereas the Planning Technician II performs work which is more complex requiring analysis of information, complex calculations, judgment and decision making.

ILLUSTRATIVE DUTIES:

Performs technical duties (e.g., comparing plats against tax maps, tracking zoning cases through GIS, interpreting plats to locate properties in partial applications) involving the application of paraprofessional planning skills and techniques;
Generates GIS-based locator maps for zoning staff reports, including outlining of all application properties;
Performs varied and moderately difficult technical work (e.g., compiling land use data, develops visual planning tools for evaluation of properties, researching zoning or planning files for property history) in gathering, compiling, and analyzing data;
Assembles complete application packages for accepted applications and distributes to various County staff, elected and appointed officials;
Prints, assembles, and distributes all staff reports and addenda to the Planning Commission, the Board of Supervisors, and the Board of Zoning Appeals;
Enters information into related computer systems (e.g. the Land Development System – LDS);
Maintains appropriate log books and files of related/ assigned work;
Prepares and posts (and pulls) all public hearing signs for the Board of Zoning Appeals, the Planning Commission, and the Board of Supervisors;
Provides support to staff at task force meetings, public hearings and other related meetings;
Provides support to staff on related planning or zoning projects, providing research, filing, computer support and statistical analysis.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Maintains a working knowledge of the County's Zoning Maps and/ or Comprehensive Plan;
Base knowledge or familiarity with automated information, geographic information/ mapping and data base management systems;
Ability to read and interpret zoning maps, and public hearing notices;
Ability to maintain and retrieve files;
Ability to work independently or as a member of a team;
Ability to write and speak effectively;
Ability to maintain effective relationships with County officials, employees and the public;
Ability to use personal computer to generate assigned work; and to enter critical information into the application tracking component of the County's database;
Ability to use GIS-based mapping system to produce zoning maps for staff reports;
Ability to manage time, competing assignments and deadlines effectively and to apply consistently sound judgment;
Ability to use specialized equipment (e.g., large-scale plotter or laminator).

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education;
PLUS two years of non-professional planning or zoning related work, as defined by the area to which assigned.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED: May 18, 2005
REVISED: February 26, 1990
REVISED: September 3, 1985