



## Classification Specification **PLANNING TECHNICIAN**

Date Prepared: October 2016

FLSA Status: Non-Exempt

Date Revised:

### **SERIES CONCEPT**

The Planning Technician is the entry-level classification of the planner series, which includes Senior Planner, Associate Planner, Assistant Planner, and Planning Technician.

### **GENERAL DESCRIPTION**

Assists in the research, development and implementation of plans, studies, ordinances, and recommendations pertaining to land use, transportation, environment and other functional planning areas. Assists in data research and analysis and preparation of data reports.

Positions in this classification work under supervision.

### **ESSENTIAL JOB FUNCTIONS**

- Assists in projects and programs within planning areas such as land use, transportation, economic development, or environment.
- Assists with investigation, analysis and preparation of documents and reports on planning issues, policies, and their applications and/or supports data collection, analysis, and studies relating to land use, transportation, economic and/or community development, or environmental impacts.
- Complies with all relevant rules and regulations.
- Provides technical and staff support to other staff members within the organization.
- Assists with public involvement and education processes.
- Responds to public inquiries as directed by supervisor.
- reports and model documentation for other professionals, policymakers and lay audiences.

### **OTHER JOB FUNCTIONS**

Performs other related duties as assigned.

### **DISTINGUISHING FEATURES**

Positions assigned to the Planning Technician classification are distinguished by their level of supervision and entry level knowledge of principles and practices in the planning field.

### **WORKING CONDITIONS**

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

## **EDUCATION & EXPERIENCE**

### **EXPERIENCE – MINIMUM:**

None

### **EDUCATION – MINIMUM:**

Bachelor's or Associate's degree in planning or a related field such as geography, economics, political science, or environmental studies.

### **OR SUBSTITUTING**

Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Computer applications such as spreadsheets, databases and word processing systems and their application in agency operations.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

### **Ability to:**

- Resolve conflict in an open and inclusive manner.

## **SPECIAL REQUIREMENTS**

May be required to work nights and weekends.

## **LICENSES/CERTIFICATES**

A current Washington State Driver's License may be required.