

CITY OF GLENDALE

TITLE:	Planning Technician	CLASS CODE:	542
REPORTS TO:	Planning Manager	GRADE:	21
DEPARTMENT:	Planning	FLSA:	N
JOB SPECIFICATION DATE: July 1, 2005 bwg			

JOB SUMMARY:

Performs map and graphic design work associated with C.A.D., Geographic Information System (GIS) and database for the Planning Department in land development. Maintains and updates the department's website.

ESSENTIAL FUNCTIONS:

1. Prepares case maps for general plan amendments, rezoning, conditional use permits, variances, preliminary plats, final plats, annexation requests, and certification of appropriateness for the City Council, Planning Commission, Board of Adjustment and Historic Preservation Commission.
2. Updates the general plan atlas, zoning atlas and group home map.
3. Maintains and updates the Planning Department website.
4. Prepares PowerPoint presentations for the planning staff.
5. Prepares GIS layers for the Planning Department.
6. Researches and compiles land use and demographic information through GIS.
7. Updates computer and software needs to provide state-of-the-art technical mapping and GIS services.
8. Prepares accurate annexation and subdivision information for the City base map.
9. Acts as a staff liaison to Information Technology Geographic Information Database committee.
10. Creates board presentations, including aerials, displays for staff projects.
11. Maintains current mapping information for the Development Services counter.
12. Assists other departments with requests for graphic and mapping services.
13. Provides supervision to lower level staff or volunteers.
14. Maintains a service orientation toward internal, and external customers and maintains productive working relationships.

SECONDARY FUNCTIONS:

15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

The principles, practices and methods used in Geographic Information System (GIS) as it relates to planning, and related mapping.

Drafting, and surveying principles.

Data gathering and research methods, data review, reporting and presentation.

Land use law, zoning and subdivision regulations.

City policies and procedures related to land use and development.

Ability to:

Prepare case maps. As applies to the city council and commissions.

Update the website.

Effectively use a plotter, personal computer, and blueprint reproduction machine.

Prepare PowerPoint presentations.

Supervise subordinate staff and volunteers.

Create board presentations and other exhibits.

Communicate effectively verbally and in writing.

Establish and maintain effective working relationships with co-workers, citizens.

Provide quality customer service.

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

Two years of college coursework including classes in drafting, geographical information systems, surveying or related field and two years drafting experience in architectural or civil engineering, including at least six months using GIS software and associated hardware including using AutoCAD.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Valid Arizona driver's license.