

PLANNING TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving assignments related to the implementation and utilization of computerized geographic information systems. The incumbent is responsible for updating County, town, school and various districts' maps. The position also includes moderately difficult clerical work involving the independent performance of financial account and record keeping. The work is performed under the general supervision of the Commissioner of Planning and Economic Development with leeway allowed for the exercise of independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES:

Updates County, town and village maps with information overlays such as zoning, legislative districts, election districts, land use, public utility/facility, soil and water districts, etc.;

Assists in collection and compilation of data related to municipal, regional and community planning efforts;

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;

Prepares financial or statistical summary reports;

Performs payroll transactions and prepares related reports;

May assist in preparation of figures and reports for use in budget preparation;

Provides cartographic and graphic information to individuals, municipal, community and planning agencies;

Maintains inventory of office supplies, equipment and computer supplies;

Responds to requests for information from the public and sells maps as requested.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of cartography, including computerized mapping, graphic presentation and reproduction techniques, especially as applied to municipal, community or regional planning;

Good knowledge of modern methods used in keeping and checking financial records and accounts;

Working knowledge of the principles, practices and terminology used in municipal, community and/or regional planning;

Working knowledge of the techniques used to gather data for statistical analysis and reports;

Ability to organize and maintain accurate financial records and files;

Ability to operate a variety of mapping and printing tools and equipment such as Diazo print machine, technical pens and templates;

PLANNING TECHNICIAN--contd.

2

Ability to establish and maintain effective working relationships with others;

Ability to express oneself clearly, both orally and in writing;

Ability to analyze factual data and prepare graphs, diagrams and reports;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in geography, planning, engineering, public administration, accounting, business, computer science or related field; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in geography, planning, engineering, public administration, accounting, business, computer science or related field and two years of experience utilizing a micro-computer system for account keeping, computer assisted drafting or geographic information systems; OR
- C) Graduation from high school or possession of an equivalency diploma and four years experience for account keeping, computer assisted drafting or geographic information systems; OR
- D) An equivalent combination of training and experience as indicated within the limits of A) and B) above.

R175 8/24/09

COMPETITIVE