

## PLANNING TECHNICIAN

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible para-professional and technical work in the Department of Planning and Community and Economic Development (DPCED). The work involves the provision of support to professional planners and includes the performance of a wide variety of activities such as: data collection and analysis, preparing and updating computer-generated reports, maintaining the City's geographic database, preparing maps and graphic presentations, accessing various databases and the City's geographic information and computer-aided mapping systems, communicating with the public and performing activities relative to the processing of land use applications, and/or providing other types of technical assistance and project work. Assignments are received from professional planners who define the scope of the work/project, provide assistance and guidance, and review the final product.

#### Examples of Duties and Responsibilities:

Provide data collection and analysis support to professional planners. Collect, organize, and analyze data on land-use, population, housing and other socio-economic information on other physical and planning-related areas, and prepare materials for inclusion in project reports and presentations.

Design and create graphics, tables, charts, and other illustrative materials for reports and other print materials, presentations, and the Madison Planning Organization (MPO) website utilizing relevant databases and various computer programs; and perform other related administrative functions.

Prepare maps from existing base maps using manual techniques and by utilizing the City's geographic information and computer-aided mapping systems for inclusion in reports and presentations and for other uses.

Participate in analysis of long-range land-use and comprehensive plans and assist in the preparation of plans and proposals.

Assist in the processing of land use applications and assist in preparing staff reports on the development's impact. Process routine land-use applications independently.

Review site plans, landscape plans or other architectural designs and/or assist in their preparation.

Maintain MOP website content and manage relevant social media outlets.

Provide information to other staff members, City departments, State and Federal agencies, and the public on zoning, land subdivision matters and other planning activities relative to the City's databases and geographic information system.

Participate in various team planning efforts. Assist in the coordination, assignment and supervision of the work of planning interns, students or other employees.

Collect, format, and assist in analyzing census, socio-economic, transportation facility, travel, and other transportation planning related data for use in studies, reports, and presentations.

Update and maintain the City's geographic database and related files and assist Planning Division staff in the use of database information. Prepare annual reports utilizing City databases (e.g., the City Street Directory, the School Attendance Directory and the Census Tract Index).

Assist in the preparation of mailing labels for the Plan Commission; City Clerk; Common Council; other City agencies; and outside agencies, groups and individuals.

Assist in developing and maintaining special information and databases to facilitate analysis and planning activities. Utilize computers as necessary and/or work with Planning staff to develop programs.

Perform related work as required.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

Working knowledge of data collection and analysis techniques and computer applications as they relate to socio-economic, land use, housing and other geographic-based information and community planning activities. Working knowledge of computer science and database management. Some knowledge of planning and planning research methods and procedures. Some knowledge of geographic information and computer-aided mapping systems and mapping and graphic presentation techniques and procedures. Ability to use computer-aided mapping systems and the equipment used in manual drafting and graphics work. Ability to develop and maintain effective working relationships. Ability to organize facts and present them in a clearly written or graphic form. Ability to communicate effectively, both in writing and orally.

### Training and Experience:

Generally, positions in this classification will require:

Two years of related work experience in planning, geography, cartography, microcomputer applications, urban design, landscape architecture and/or a related area. Such experience would normally be gained after graduation from a two-year technical school or community college with a degree or course concentration in one of the preceding areas. A related college degree may be substituted for the two years of work experience. Other combinations of training and/or experience which can be demonstrated to result in possession of the knowledge, skills, and abilities necessary to perform the duties of the position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Planning Division	20	17

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director

Date