

SENIOR PLANNER/GIS TECHNICIAN

DEFINITION

This is professional, supervisory and administrative work completed under the direction of the Director of Planning and Development. The Senior Planner/GIS Technician is responsible for the development, implementation and direction of major projects performed in the Planning and Development Department; performs related duties as required.

EXAMPLES OF DUTIES

Plans and organizes current planning projects. Directs preparation of area development plans. Reviews and makes recommendations on land use application processes, zoning issues and land development applications; develops growth and development policies; directs land use studies and monitors land developments to make recommendations and changes to the plans; oversee updates of county land use and development ordinances. Coordinates development and maintenance of related planning information systems, data bases, and maps. Performs geographic analysis on existing digital data sets in ARC/INFO GIS system. Codes macros to perform geographic analysis. Analyzes source documents and develops methods to create and maintain digital data sets. Collects and processes digital data for GIS products. Administers programs and projects to ensure achievement of department goals with available resources; reviews progress and implements changes as needed. Gathers, interprets and prepares data for department studies and reports; coordinates department activities with other departments/agencies as needed. Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and general public. Prepares recommendations, reports and related information for decision-making purposes. Provides staff support to the Zoning and Natural Resources Committee as needed and assigned. Prepares and writes grant application components as assigned. Responds to local citizen inquiries regarding county planning, zoning regulations and ordinances. Provides staff support to citizen task forces, oversight committees and other public policy groups as assigned. Attends professional development workshops and conferences to stay abreast of trends and developments in the field of planning. Aids in the development of department goals and priorities; coordinates department services with other departments and agencies; compiles and analyzes data and prepares statistical reports; prepares correspondence, resolutions, and plans; consults with and advises public officials; responds to questions and general public on services and programs; prepares written and oral replies to questions and complaints; gives presentations to community groups and other organizations interested in planning; attends various meetings as required.

EMPLOYMENT STANDARDS

Education and Experience: A bachelor's degree in planning or related field from an accredited college or university and three years of professional planning experience. A master's degree in planning and/or AICP professional planner certification are desirable. Experience with GIS systems having ARC/INFO applications is desirable.

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Senior Planner/GIS Technician (continued)

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Knowledge and Abilities: Knowledge of coordinate systems principles and techniques of coordinate transformations and projections; knowledge of digital data input methods including digitizing, scanning, and coordinate geometry; familiarity with topological data structures and relational database management systems; comprehensive knowledge of the advanced principles and practices of urban and regional planning; thorough knowledge of economics, municipal finance, and sociology as they apply to planning; knowledge of the current literature and recent developments in the field of urban planning; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; ability to interpret and analyze technical and statistical information and to prepare and present technical, oral and written reports; ability to establish and maintain effective working relationships with employees officials, other agencies, and the general public. Knowledge of county/municipal and state codes and laws applicable to planning.

Special Requirements: Must be able to operate ESRI's ARC/INFO GIS software and write macros in ARC Macro Language (AML).