

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 004421
Grade 17**

PLANNING TECHNICIAN

DEFINITION OF CLASS:

This is technical work in a planning specialization such as community development, economic development, environmental planning, land use or transportation planning. Contacts are with employees of other governmental agencies and involve exchanging information and clarifying discrepancies in data. Employees in this class provide little or no direct public service or assistance.

An employee in this class performs data collection and computer processing of geographic, topographic, demographic, and related statistical data in updating a variety of databases used as a reference by County agencies for the delivery of services. The work involves the production of interrelated maps, charts, reports, tables, and other graphics such as street directories, voter registration lists, parking and usage characteristics through the technical manipulation of computer database and graphics application packages, including Geographic Information Systems (GIS). The supervisor establishes work priorities and deadlines, and the employee independently plans and carries out the steps in the assignment handling most problems that arise based on experience or previous training. The work is reviewed for technical soundness and appropriateness. The employee has a variety of technical guidelines available including computer hardware and software manuals but must exercise judgment in adapting and modifying guidelines to incorporate new data elements, meet new user requirements, or to reconcile conflicting requirements. The complexity of the work is demonstrated by the variety of technical processes used in manipulating large, interrelated databases and the extensive number of functions and commands associated with GIS. The decision of how to appropriately update a record or enter a change to the database requires extensive analysis of the interrelationships of multiple data elements. The work involves dealing with a variety of standard technical problems in accordance with established rules, instructions, and criteria. The work product affects the accuracy of other County processes, functions, and delivery of services. The work is primarily sedentary, performed in a normal office environment but requires prolonged periods of looking at and operating video display terminals and/or computer workstations.

EXAMPLES OF DUTIES: (Illustrative Only)

- Researches, processes, enters, and manipulates data in GIS and other database systems and maintains integrity and accuracy of systems.
- Updates the Geographic Base File/DIME (GBF/DIME) databases, directories, files, and records, including street directories, location addresses, election district precincts, police, fire and rescue reporting areas, school districts, zoning, tax base, resident information, etc., used by County agencies in carrying out their basic functions and delivering services.
- Maintains and generates topologically accurate, computer generated maps with multiple data elements which parallel the GBF/DIME updates including the spatial placement of nodes (points identifying a location) within census tracts, placing new nodes in the computer in digital format and the identification of all pertinent data within the census tracts and blocks.

- Collects information and statistical data, and digitizes maps for use in GIS computer applications.
- Creates charts/graphics using different computer systems assuring the consistency and uniformity of all charts and graphs produced for a variety of documents and reports.
- Collects data for traffic orders of traffic/parking control devices and arranges for installation and removal of same.
- Collects information and statistical data for housing, population, transportation and other studies; prepares maps for inclusion in planning reports and various presentations.
- Researches/documents/corrects errors identified on pupil addresses file; provides list of students residing outside of the County for verification of tuition payments.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the practices and procedures used in the technical processing of information in a planning specialization appropriate to the assignment of the position.
- Knowledge of computer database applications including GIS.
- Ability to use personal computers and/or workstations to access, enter, and maintain data and generate maps, charts, graphs, tables, and other graphical representations of data.
- Ability to understand and carry out oral and written instructions in English.
- Ability to perform highly detailed, intricate work.
- Ability to deal tactfully, effectively and equitably with people.
- Ability to attend meetings and perform work assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: Considerable (three (3) years) experience performing technical support work for a planning specialization appropriate to the assignment of the position.

Education: Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: July, 1967

Revised: January, 1969

November, 1970

April, 1977

August, 1987

August, 1995 (M)

April, 2010

August, 2012

October, 2014