

**Lane Council of Governments
Benchmark Job Description**

Job Title:	Planning Technician III	FLSA Status:	Non-Exempt
Division:	Local Government Services	Range:	14
Reports To:	Program Manager	Last Revised:	February 2003

General Statement of Duties

Provides technical assistance to staff and member agencies by collecting, analyzing and summarizing data and information in written or graphic form; conducts research; gives presentations; provides technical support to staff committees and teams. Provides limited project management with consultation of senior planning staff.

Supervision Received

Work is performed under applicable policies, guidelines and appropriate technical standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

Supervision Exercised

None.

Resource Responsibility

Limited responsibility for financial or human resources. Work is part of a larger task where many checks exist for errors.

Distinguishing Features

The Planning Technician III classification is distinguished from the Assistant Planner by duties that are more focused on technical support processes and a lower level of project management responsibilities.

Essential Job Functions

Participates as a team member on a variety of planning projects; performs research and technical assistance by collecting, analyzing, interpreting and summarizing information, using research methods including literature review and telephone surveying. Facilitates meetings; gives presentations to small groups; provides grant-writing support.

Provides technical support to committees; drafts goals and objectives, proposes strategies, conducts feasibility studies and cost benefit analyses, designs mail survey instruments, prepares status reports and other written materials.

Analyzes and evaluates legal and planning policies; researches and identifies evaluation criteria; summarizes findings.

Assists in preparing technical reports and documentation, including report writing and formatting.

Prepare, edit and distribute forms, correspondence, reports, contracts, memoranda, statistics, and schedules.

Complete regularly recurring reports; compile data from varied sources and make summary reports as required.

Maintain and update files, records, and logs on computerized and manual record keeping systems. Search files and records for readily identifiable information as directed.

Assist the public, staff, and other agencies by phone or in person by providing information of a general nature as authorized from sources such as published directories and procedures, calendars of events and staff schedules. Refer inquiries/visitors to appropriate individual when necessary.

Schedule appointments and meetings, reserve conference rooms and vehicles, and make travel arrangements as instructed.

Other Job Functions

Staffs speakers bureau; identifies and contacts key community organizations; schedules presentations and speakers; organizes presentation materials and arranges for needed equipment.

Plans and conducts special assignments as directed by the supervisor.

Assists in preparing small city and boundary commission staff notes, by preparing drafts using data files; interprets maps and verifies land uses in field.

May supervise the work of a team when assigned lead duty on projects.

Performs other related duties as assigned.

Working Conditions

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Some travel may be required while making field inspections.

Knowledge, Skills, and Abilities

Knowledge of principles, practices, regulations, and techniques in the field of land use or transportation planning.

Knowledge of environmental, social, economic, and other demographic factors affecting local governments.

Knowledge of research methods and techniques.

Knowledge of personal computer applications related to planning activities.

Some knowledge of governmental practices and procedures related to zoning and land use planning.

Some knowledge of basic cartography and graphic design.

Ability to facilitate meetings.

Ability to write clear and concise reports, records and plans.

Ability to compile and analyze original data and develop logical recommendations based this data.

Ability to research documents and design telephone surveys necessary for the planning process.

Ability to evaluate the reliability of input data; read and interpret legal documents, maps and blueprints.

Ability to communicate effectively, both orally and in writing, with other employees and representatives of other agencies and governments using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to establish and maintain effective working relationships with other employees and representatives of other agencies.

Physical ability to perform assigned work.

Education and Experience

Bachelor's degree in planning or related field and six months experience working on land use, transportation or other planning projects, or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.