

**CLASS TITLE: PLANNING TECHNICIAN**

**Class Code: 02706100**  
**Pay Grade: 16A**  
**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To design and prepare graphic presentations; to assist in the performance of assigned planning work in connection with community, regional and state planning activities; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of a superior from whom specific instructions are received; work is reviewed in process and upon completion.

**SUPERVISION EXERCISED:** Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To design and prepare graphic presentations of reports and recommendations concerning community, regional and state planning activities.

To perform drafting works in the preparation of maps and sketch plans of proposed projects and improvements and other descriptive materials.

To assist in the gathering of data to insure an accurate data bank of factors affecting long and short range planning.

To assist in the analysis of data in connection with the various phases of local, regional and statewide planning.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** The ability to perform varied types of drafting work, such as sketch plans for proposed projects, general map drafting and graphic presentations; the ability to assist in the collection and analysis of data relating to community and state planning; the ability to understand and carry out oral and written instructions; and related capacities and abilities.

**EDUCATION:** Such as may have been gained through: graduation from a senior high school, trade school or junior college including or supplemented by training in the principles, practices and methods of general drafting, cartography or graphic presentation.

Class Revised: June 30, 1968

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