

CITY OF ANAHEIM
Class Code: K07
Class Specification

Classification
PLANNING GRAPHIC TECHNICIAN

Definition:

Under moderate supervision, to update zoning, land use, and general plan maps; prepare graphics for planning and zoning presentations; and provide technical support for the Planning Department and other departments as needed.

Typical Duties:

Researches data in tract maps and various records; conducts periodical field check.

Draws maps, charts and a variety of graphic displays; takes photographs for use in graphics.

Interprets figures for graphic displays.

Uses standard drafting tools and equipment; draws tract and hand letters.

Assist in gathering data for the yearly land use survey.

Utilizes calculator to figure areas and manipulate data.

Assist in the preparation of planning studies, reports, and special projects.

Prepares revisions and maintenance for General Plan Amendments and zoning location maps.

Designs, updates, and revises forms, reports, and brochures.

Performs other job related duties as required.

Minimum Requirements:

Experience:

Equivalent to specialized training in drafting and/or graphics.

Knowledge of:

Drafting methods, techniques and equipment.

Ability to:

Make accurate and rapid mathematical calculations, using algebra and trigonometry functions.

Research, collect, and analyze data.

Prepare graphic displays, charts, and maps.

Conduct field inspections and surveys.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with supervisors, other employees and the public.

Note: Positions in this classification perform at the entry to entry/journey level of the Planning Graphic Technician job series. This class provides on-the-job training opportunities to an employee who has no directly or limited related experience and will function in a training capacity. Under close supervision, assignments are very limited in scope involving routine and repetitive tasks. Work is normally review upon completion.

Possession of or ability to obtain a valid California Driver's License.

Supervision Received:

Works under technical supervision of Planning Graphics Supervisor and functional supervision of the Principal Planning Graphic Technician who both makes assignments and periodically reviews work in progress and completed work.

Career Ladder Information:

Experience in both these classes may serve to meet minimum requirements for promotion to Senior Planning Graphic Technician.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

10/1/85 - Revised R. Andersen & Associates
Former Class Title - Drafting Technician
9/90 New Job Series - C. Harris
Class Concepts - Entry to Entry/Journey Level
Unit of Representation - AMEA
Doc: CS1041