

Definition:

Under minimal supervision, to perform the more responsible and complex lead work and functional supervision in drafting, mapping, and graphic projects for planning and zoning on an as needed basis in the absence of Planning Graphic Supervisor; provides technical support for the Planning Department and other departments as needed.

Typical Duties:

Researches data, conducts and prepares special reports.

Performs responsible drafting and graphics for special maps, such as the general plan, U.S. Census Bureau, and FEMA flood zone maps; prepares charts and a variety of displays.

Utilizes a calculator to figure zoning acreage; calculates land use acreage.

Designs and prepares artwork for reports.

Prepares and calculates annexation exhibits and displays.

Keeps accurate zoning petition maps for case files; orders and maintains small scale map files.

Maintains accurate large scale wall maps.

Prepares graphic displays for various City departments.

Train and coordinate the work of Planning Graphic Technicians or Senior Planning Graphic Technician in the absence of Planning Graphic Supervisor.

Performs other job related duties as required.

Minimum Requirements:

Experience:

Equivalent to extensive journey level drafting, mapping and graphics experience comparable to that of a Senior Planning Graphic Technician.

Knowledge of:

Drafting methods, techniques, and equipment.

Zoning mapping process, both manually and through the use of Computer Aided Design techniques.

Ability to:

Make accurate and rapid mathematical calculations.

Research, collect, and analyze data.

Read and understand basic planning and zoning principles.

Read and understand legal land descriptions.

Produce artistic displays and exhibits.

Draft and prepare graphic displays, charts, and maps, manually and through CAD techniques.

Calculate zoning acreage.

Provide training and lead functional supervision, on an as needed basis.

Note: Positions in this classification perform at the advanced journey level of the Planning Graphic Technician job series. They include employees who possess significant responsibilities beyond that excepted at the journey level and require a significant level of specialized work requiring significant exercise of independent judgement. They provide technical and functional lead supervision and/or training to other subordinate positions, on an upgraded basis only, in the absence of the Planning Graphic Supervisor. Work is normally reviewed only upon completion and for overall results.

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

Knowledge of and experience with computers and/or computer-aided drafting applications and techniques is highly desirable.

Supervision Received:

Works under administrative supervision of the Planning Administrative Services Manager who makes assignments and periodically reviews work in progress and completed work.

Supervision Exercised:

Provides training and coordinates assignments of Planning Graphic Technicians.

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.

12/90 - New Class - C. Harris
Concept - Advance journey level, Upgrade class only
Unit of Representation - AMEA
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