

Class Code: K08
CITY OF ANAHEIM
Class Specification

Classification
SENIOR PLANNING GRAPHIC TECHNICIAN

Definition:

Under minimal supervision, to perform responsible drafting and mapping for planning and zoning activities; prepare related graphics work; and provide 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 maps, charts and 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 maps for case files; orders and maintains small scale map files.

Maintains accurate large scale wall maps.

Prepares graphic displays for various City departments.

May assist in training Planning Graphic Technicians.

Performs other job related duties as required.

Minimum Requirements:

Experience:

Equivalent to journey level drafting and graphics work. One year of college in drafting and/or graphics may be substituted for one year of experience.

Knowledge of:

Drafting methods, techniques, and equipment.

Municipal planning and zoning principles of zoning ordinances.

Graphic production techniques.

Make accurate and rapid mathematical calculations.

Research, collect, and analyze data.

Read and understand basic planning principles.

Read and understand legal land descriptions.

Produce artistic displays and exhibits.

Draft and prepare graphic displays, charts, and maps.

Calculate zoning acreage.

Note:

Positions in this classification perform at the journey level of the Planning Graphic Technician job series. This class includes employees who have substantial and directly related experience. Under minimal supervision, they perform the full range of duties assigned to the classification with only guidance, frequently in the absence of a supervisor. Work is normally reviewed only upon completion and for overall results.

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

Supervision Received:

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

Supervision Exercised:

May provide training and coordinate assignments of Planning Graphic Technicians.

Career Ladder Information:

Experience in this class may serve to meet minimum requirements for temporary upgrade to Principal Planning Graphic Technician in the absence of Planning Graphic Supervisor.

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
9/90 - Revised - C. Harris
Class Concept - Journey level
Unit of Representation - AMEA
Doc: CS1069