

# METRO

## Classification Description

**Title:** Planning Technician  
**Job Code:** 0330  
**Pay Range:** 07  
**FLSA Status:** Non-exempt

**Bargaining Unit:** AFSCME 3580  
**Established:**  
**Revised:** 2007  
**EEO Category:** Paraprofessional

### DESCRIPTION

Assist in research, statistical compilations and organization of data for development of reports. Perform various office related duties including assistance with administrative statistical compilations, organization of data for management reports and assistance in grant management.

### DISTINGUISHING FEATURES

This is a single classification and not part of a series.

### DUTIES AND RESPONSIBILITIES

1. Collects and organizes planning information from existing records, aerial photographs and on-site inspections.
2. Codes planning data results and prepares coding sheets for computer processing.
3. Serves as technical assistant to local jurisdictions in developing planning information. Assists in the preparation of maps, charts and graphics.
4. Assists planners in the development and presentation of regional plans and transportation systems.
5. Assists in the preparation of technical and staff reports.

### Secondary Functions

1. Performs other related duties as assigned.

### JOB SPECIFICATIONS

#### Education/Licensing and Experience

One year of technical training in planning plus one year experience in planning and a High school diploma or G.E.D.; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

#### Knowledge, Skills and Abilities

- Principles and practices of planning
- Local geography and resources as they related to planning
- Compile and accurately analyze technical and statistical data
- Work effectively with other employees and the general staff
- Communicate effectively, both orally and in writing

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### **SUPERVISION RECEIVED**

Supervision is received from senior level planners.

### **SUPERVISION EXERCISED**

None

### **WORKING CONDITIONS**

Position may require frequent or continuous periods of talking, sitting, fingering, repetitive motions of the hands/wrists, and good general hearing. May also require occasional standing, walking, reaching, feeling, grasping and handling, and the ability to lift or carry up to 10 pounds.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*