

CITY OF CHATTANOOGA
Classification Specification Title: Planning Technician 2

Department: City Planning

Pay Grade: GS.04

Supervision Received From: Director Development

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 1/15/13

Revision Dates: 4/3/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for updating, maintaining and modifying the zoning mapping and database software system used by the Chattanooga-Hamilton County Regional Planning Agency and providing technical assistance and support to planning personnel and the public. Work is performed with moderate supervision.

SERIES LEVEL: Planning Technician 2 is the second level of a two-level series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Maintains and edits the official zoning map for the Chattanooga-Hamilton County Regional Planning Agency. Serves as administrator of and updates, modifies and maintains the zoning mapping and database software system, including but not limited to configuring map and report output, interpreting legal descriptions to enter into the mapping and database system, inputting agency and applicant documentation, inputting legislative action into zoning system with mapping modifications necessary to implement ordinance language, and creating queries, forms and reports that contain a variety of information.

Creates and updates maps and other cartographic products by gathering and reviewing data, copying data and entering data into the zoning database and mapping system. Creates and maintains zoning layer in applicable databases; identifies and addresses base layer corrections.

Coordinates with vendors and tests end-use applications including, but not limited to, features, tools, entry/inquiry screens, software problems, and print layouts. Provides support to users by troubleshooting and training users on the zoning database and mapping system, which includes but is not limited to, assisting agency members with geographical information system (GIS) layers.

Provides technical assistance and information to staff, agency members and the public related to specific planning programs areas, ordinances or mapping requests. Reviews and ensures zoning applications have required documentation.

Performs routine office tasks in designated program areas, including data entry, file management, copying and answering the telephone. Maintains automated tracking systems, hard copy files, and records.

Prepares a variety of public notices or property owner verifications. Prepares maps, charts, tables of limited complexity.

Assists with researching and compiling information on a variety of planning issues and projects from multiple sources. Collects and verifies field data by conducting a visual inspection of land use.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Associate's Degree with training emphasis in Geographic Information Systems, mapping, database design, or other closely related fields, and one (1) year previous experience involving geographical information systems or relational databases; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: If a City of Chattanooga vehicle is operated, must have a valid Driver's License.

SUPPLEMENTAL INFORMATION:

Knowledge of computerized mapping and digital data creation, conversion and manipulation; database administration; relational databases; basic planning principles and practices; descriptive statistics; principles and practices of research and data collection; customer service principles; modern office procedures and practices; zoning principles; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures.

Skill in creating and updating mapping and database software; using a computer and related software applications; converting data to and from multiple platforms; reading a variety of technical maps, drawings and other related items; understanding, using and applying database management systems, tools and techniques; collecting, interpreting and integrating relevant geographic data from multiple sources; preparing accurate geographical information system cartographic products; providing customer service; updating, maintaining and reading maps; reviewing applications, forms, and information for completeness and accuracy; maintaining files and records; communication and interpersonal skills as applied to interaction with coworkers,

supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Light Work: Exerting up-to 20 pounds of force occasionally and/or up-to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.