

# Planning Technician

<b>Department:</b>	Planning, Engineering, Mapping & Design	<b>Last Revised:</b>	May 2014
<b>Reports To:</b>	GIS Manager	<b>Status:</b>	Part Time / Regular
<b>EEO Job Category:</b>	2 - Professionals (PRO)	<b>Position No.:</b>	2402
<b>Supervises:</b>	Seasonal Employees as assigned	<b>Salary Grade:</b>	26 - Non-Exempt

## Summary

The Planning Technician develops and deploys web maps, analyses, reporting interfaces, and atlases in support of the Natural Resources Division's varied grants and long term assessment projects. The Planning Technician also provides professional level design for map production in web, print, and other media, as well as limited data development / digitizing.

## Qualifications

**Education/Experience** – Bachelor's degree from an accredited college or university in Geography, Planning, Geology, Computer Science or related field. Minimum of three (3) years progressive experience with GIS and cartographic/web design.

**Credentials/Licenses/Certifications** – Must have a good driving record (less than six (6) active points on driving records at the application stage of the hiring process) and possess a valid Ohio driver's license.

## **Other –**

- Extensive knowledge of cartographic theory, design and implementation.
- Knowledge of web design and web development as it applies to reporting interfaces and summary web atlas development.
- Knowledge of HTML, CSS technologies.
- Practical understanding of modern and OGC web APIs (e.g., WMS, WMTS, WFS, TMS, TileJSON, and GeoJSON).
- Prior experience implementing and deploying web maps / websites with modern map stacks (e.g., TileMill, mapbox.js, CartoDB, Leaflet).
- Prior experience using git/github and understanding of git workflows.
- Knowledge of principles and practices of Geographic Information Systems.
- Strong understanding of Natural Resources and parks needs and business requirements.
- Ability to develop and maintain effective working relationships with stakeholders, including employees and the general public.
- Ability to speak and write clearly, concisely and persuasively using correct grammar, spelling and punctuation with ability to communicate one-on-one or in group settings.
- Ability to perform work with a high degree of accuracy and organization.

- Strong business acumen, including problem solving, vision, ability to manage multiple programs and meet deadlines, collaboration, leadership, decision making and ability to analyze diverse facts and develop clear and concise reports and recommendations.
- Ability to work cooperatively with others.

### **Essential Functions**

Evaluation of this position is based primarily on performance of the following essential functions, which include, but are not limited to:

1. Builds and deploys internal and public facing web maps, analyses, reporting interfaces, and atlases in support of the Natural Resources Division's varied grants and long term assessment projects.
2. Designs maps and visualizations in support of internal clients.
3. Applies cartographic design principles to enhance existing print maps.
4. Digitizes and prepares datasets in support of cartographic and general GIS needs.
5. Develops and maintains design standards for park maps.

### **Other Functions**

Evaluation of this position may also be based on occasional performance of the following other functions, which include, but are not limited to:

1. Responsible for self-development and keeping up-to-date on current research, technology, trends and best practices.
2. Keeps direct supervisor promptly informed of key/significant issues or concerns.
3. Carries out duties and responsibilities in a safe and efficient manner to maintain safe work environment and surrounding area for oneself, co-workers and public. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.
4. Performs related duties as assigned or apparent.

### **Success Factors**

To successfully perform this job, the following training, knowledge and abilities are required.

- **Required Training:** All Cleveland Metroparks employees are required to complete all general mandatory training. These include, but are not limited to, blood borne pathogens, emergency communications, hazardous communications, slip/trips/falls, personal protective equipment, sexual and other forms of harassment, drug free workplace, violence in the workplace, fire prevention, concealed weapon, personal appearance/dress code, social media, distracted driving, cell phone use, ethics and Park District computer use. Specialized and/or position specific safety training may be required.
- **Knowledge/Skills:** Must have advanced knowledge of Cleveland Metroparks programs, operations, and facilities. Must possess significant knowledge of management principles and practices, and display sound judgment and leadership skills. Must have proficient computer skills, including spreadsheet and database establishment, operation of AutoCad and exceptional skill in utilizing Microsoft Office programs. Deals with confidential information, builds and maintains relationships. Understands group dynamics and relationship management.



- **Language/Mathematical Skills:** Ability to communicate effectively, both verbally and in writing. Ability to perform math related to budget, contract, reports, etc., consistent with the essential functions of the job.
- **Reasoning Ability:** Ability to research, plan, implement, problem-solve, and evaluate programs, activities and operations. Ability to discern and effectively address relevant issues. Ability to trouble-shoot and adopt creative solutions. Uses critical and systems thinking.
- **Attendance:** Regular and predictable attendance is expected and required. All Cleveland Metroparks employees must be prepared to work flexible schedules, including evenings, weekends and/or holidays as required.
- **Other:** Must possess positive customer service attitude and image, dependability, good judgment, diplomacy and appropriate confidentiality to all internal and external stakeholder groups. Must communicate effectively with all stakeholders. Ability to give and receive criticism with diplomacy. Ability to hold crucial conversations when needed.

### Physical Demands and Work Environment

Essential Physical Requirements	Infrequent 1-2x/Shift	Occasional 3-12X/Hour	Frequent 13-30x/Hour	Constant 30+x/Hour
Lifting				
Floor to Waist	20 + lbs.			
Waist to Shoulder	20 + lbs.			
Shoulder to Overhead	20 + lbs.			
Carrying	20 + lbs.			
Push/Pull	✓			
Outdoors		✓		
Standing		✓		
Walking		✓		
Sitting			✓	
Bending	✓			
Twisting	✓			
Reaching/Grasping	✓			

Work is generally conducted in an office setting. The employee may be subject to adverse conditions which may include exposure to bloodborne pathogens, communicable diseases, undesirable weather and potentially infectious materials.

### Pre-Hire Requirements

<b>Criminal Background:</b>	County Criminal / National Data Access Database
<b>Motor Vehicle:</b>	Yes
<b>Social Security Trace:</b>	Yes
<b>Credit:</b>	No
<b>Prior Employment:</b>	Yes
<b>Education:</b>	Secondary Education
<b>Drug Screen:</b>	Non-Regulated Urine Drug Screen w/Cotinine Test
<b>Physical:</b>	None


### General Expectations

The employee is to report suspected or actual harassment, abuse/neglect to the chain of command and work effectively and cooperatively with others inside/outside the agency. Must possess a valid Ohio driver's license and reliable transportation in case of driving within or beyond the Park District is required.

Preserving valid certifications, licensure or registration is expected for those positions that require such in order to continue employment. It is essential for the employee to maintain all training required by the position.

Cleveland Metroparks promotes a non-hostile and non-discrimination work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Employees must adhere to respectful conduct and language at all times. The Board of Park Commissioners expects all employees to follow the department and Park District policies/procedures, rules and regulations.

Job Description Approvals:

  
\_\_\_\_\_  
Department Executive

5-8-14  
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Date

  
\_\_\_\_\_  
Chief Human Resources Officer

5-7-2014  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Executive Officer

5-8-14  
\_\_\_\_\_  
Date