

The City of Renton is accepting applications to fill the position of:

PLANNING TECHNICIAN I-II

(REPRESENTED BY Local 2170-AFSCME)

\$3,338 - \$4,718 per month (DOQ)

Date Opened: August 24, 2007

Date Closed: September 14, 2007

APPLICATION PROCEDURE

To be considered for this position in the Economic Development, Neighborhoods & Strategic Planning Department, complete and return (1) a **City of Renton application form**, (2) a **cover letter** (3) a **copy of your resume**, and (4) a **portfolio including work products created in AutoCAD and GIS**, on or before **5:00 pm on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057**. Postmarks are not accepted.

Applications may be obtained by using the following options:

- Download an application from the City's website, www.rentonwa.gov. Click on "City Jobs Available";
- Request an application via email at bsandler@ci.renton.wa.us;
- Visit the Human Resources & Risk Management Department on the seventh floor at City Hall; or
- Call 425.430.7650.

NATURE OF WORK

Under the direction an assigned supervisor, perform a variety of technical support functions for land use planning and economic development including duties such as map making, data collection, data base development, data analysis, research, report writing, and assistance to staff in the long-range planning and economic development divisions. The incumbent would need to demonstrate their ability to create data in AutoCad using release 2004 or higher and their proficiency in ESRI/ARCMAP run release 9". Work is performed in an office environment, but some attendance at night meetings may be required.

REPRESENTATIVE ESSENTIAL DUTIES

- Generates maps using the City's Geographic Information System and AutoCAD
- Assists in collecting, compiling and analyzing data on land use, population and property characteristics from other departments and agencies for use in planning and economic development projects.
- Assists other planners in data analysis using the existing data files.
- Develops new data files as directed; prepares graphic displays, maps and photographs; prepares memorandums and brief reports on data and land use issues.
- Assist in presentations to interdepartmental staff, commissions, agencies, and council.
- Perform related duties as assigned.

(Representative essential duties are intended to present the essential duties performed by employees in the class and may not reflect all of the duties performed on the job).

MINIMUM REQUIREMENTS

Two years of college-level course work, a two-year technical certificate from an accredited institution in computer mapping or two years work experience using graphic software applications (such as AutoCAD, ArcMAP, and PhotoShop) and data base development and analysis or any equivalent combination of education, training, experience, knowledge, skills, and abilities that would allow an individual to proficiently perform the duties of the position. A valid Washington State driver's license is required by date of hire.

SELECTION PROCEDURE

Applicants whose experience and qualifications most closely meet the requirements of the position as determined by the application will be invited to participate in a competitive selection process consisting of an oral interview weighted at 75% and written assignment weighted at 25%. The combined pass point for the oral interviews and written assignment is 70%. Following the competitive process, an eligibility list may be established. The top candidates on the eligibility list may advance for further consideration.

Applicants invited to participate in the selection process, who require ADA accommodation, are asked to notify HR&RM at the time they are scheduled for testing. Healthcare provider documentation, attesting to accommodation requirements, shall be required prior to testing.

VETERAN'S PREFERENCE

In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations may qualify to have 5 to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 along with the Veterans Status form to the back of the application along with the Veterans Status form. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied. EOE/bcs/8/07