

# Park County

## Job Description



<b>Title:</b>	Planning Technician	<b>Code:</b>	
<b>Division:</b>	Administration	<b>Effective Date:</b>	11/4/2020
<b>Department:</b>	Planning & Zoning	<b>Last Revised:</b>	11/4/2020

### **GENERAL PURPOSE**

Performs a variety of entry level duties in support of daily Planning and Zoning Department functions and regulations.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Planning and Zoning Director, Planner II and/or Small Wastewater Administrator.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL FUNCTIONS**

Receives entry level on-the-job training related to daily planning functions; performs routine office tasks including data entry, file management, copying and answering telephone calls and emails; reviews development applications, plans and specifications for completeness and compliance with regulations; develops, organizes and maintains hardcopy and electronic files and records; provides technical assistance and information to staff and the public in the administration of specific planning regulations; utilizes computer and hardcopy records to conduct research on a variety of planning issues and to solve planning problems;

Operates computer to generate maps; learns basic GIS skills; plots issued permits on County maps and prepares basic maps, charts and tables; utilizes a GPS unit to record location information on the ground for plotting on maps;

Meets with the general public to discuss planning, zoning, and development issues; assists the public to define concerns and presents public questions to management; follows up with public to apprise of county policy and decisions; coordinates public hearings, prepares public notices and conducts property ownership verifications; attends public meetings, as needed, and assists other planning staff as appropriate;

Conducts field inspections, as necessary, to verify compliance with regulations; initiates sanctions for non-compliance; assists with or conducts field inspections of small wastewater systems, subdivisions and other permit-related activities; performs general regulation enforcement functions; and

Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **1. Education and Experience:**

A Graduation from high school or equivalent required. Associate degree preferred with an emphasis in planning, geography, construction management, business, sciences, or a related field;

AND

B. Two (2) years of experience working in a professional office;

OR

C. An equivalent combination of education and/or experience.

**2. Knowledge, Skills, and Abilities:**

Strong computer skills are required to carry out daily work assignments. This position requires knowledge of Microsoft Word, Excel and Outlook, and potentially PowerPoint. The Planning Technician will be provided the necessary tools and be required to learn basic ArcGIS skills through independent study in the office and technical guidance from staff.

Oral communication and interpersonal skills are necessary to explain rules and procedures clearly to the public. Problem-solving skills are critical to gather relevant information and conduct research to solve vaguely defined practical problems. The ideal candidate will be able to study plans and apply provisions of regulations to determine compliance with such regulations and to apply regulations to field conditions.

The ideal candidate will be successful at working on several projects or issues simultaneously and can work independently or in a team environment as needed. Organization, attention to detail and meticulous record-keeping skills are critical in this work environment. Effective writing skills are important for this position.

This position will require occasional fieldwork to conduct site inspections and take pictures of small wastewater systems, subdivisions and related project sites.

Must possess a valid Wyoming driver's license.

**3. Special Qualifications:**

Preference will be given to candidates with a background or experience in planning, GIS, soils, small wastewater systems, construction projects or research.

**4. Work Environment:**

Routine work will be conducted in the office environment in the Planning and Zoning Department at the County Courthouse in Cody; however, fieldwork will require in-County travel in a County-issued vehicle. The Planning Technician should be prepared to perform field assignments as needed and when called upon; many of the sites visited are under construction with disturbed/unstable ground. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand and finger dexterity are required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

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*Disclaimer: The above statements describe the general nature and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all the responsibilities, demands and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation or contract rights to any person. Management reserves the right to add, delete, modify any and / or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.*

I \_\_\_\_\_ have reviewed the job description.  
(Employee)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_