# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: Planning Technician DATE OPENED: 3/23/2020

DEPARTMENT: Planning & Zoning CLOSING DATE: 4/30/2020

If you have any questions about this position vacancy, call: (406) 751 - 8200 .

NUMBER OF POSITIONS OPEN: 1 BARGAINING UNIT: Non Union

✔ FULL TIME ✔ REGULAR (YEAR ROUND POSITION)

___ PART TIME ___ SEASONAL

___ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: $ 18.12 per Hour

STARTING WAGE: $ 19.03 per Hour

SALARY AT:
1 YEAR STEP: $ 19.80 per Hour
2 YEAR STEP: $ 20.59 per Hour
3 YEAR STEP: $ 21.00 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

This position requires individuals to work in an office setting as well as perform off-site inspections throughout Flathead County.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

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| **Job Title:** | Planning Technician | **Job Code:** 10620 | |
| **Department:** | Planning & Zoning Office | **Pay Grade:** Stnd 25 | |
| **Reports to:** | Planner III | **FLSA Status:** ☒ **Non-Exempt** | ☐ **Exempt** |

**Department Overview:** The Flathead County Planning & Zoning Office provides technical planning assistance to Flathead County and is administered by the Board of County Commissioners. The primary responsibilities include assisting in all facets of long range Community and Neighborhood planning, Zoning Administration and Subdivision Review. This office also administers the Flathead County Lakeshore Protection Program and Flathead County Floodplain Program.

**Job Summary:** This position is responsible for providing assistance to the public, reviewing administrative applications/submittals and performing various other duties as assigned. This position performs a combination of office administration and public relations assignments and is required to disseminate information regarding county land use regulations and the applications specific to individual parcels of land.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Assist with routine functions of the Flathead County Planning & Zoning Office, including (but not limited to) answering public inquiries regarding zoning, subdivision, floodplain, lake and lakeshore regulations, the community decay ordinance and land use permits.
- Provide information regarding applicable statutes, regulations and procedures, planning programs and projects.
- Learn to carefully abide by multiple processes and procedures established under state law, local regulations and/or office policy.
- Assist with permit applications for compliance with county land use, lakeshore and floodplain regulations.
- Read, interpret and research land use related laws, rules, regulations, legal documents, legal descriptions, maps and plans.

- Compiles information, prepares clear, concise reports, letters and memos.

- Establish and maintain exemplary working relationships with public, technical representatives, contractors, co-workers and other Flathead County departments.

- Operate a County vehicle on a weekly basis.

- Perform related work as required or directed under the supervision of the Planner III

**Non-Essential Functions:**

- Attend workshops, seminars and educational sessions to keep updated on changes in assigned area of departmental responsibility

- Perform other duties as assigned including but not limited to providing backup for other staff, participate in training, attending safety meetings etc.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Requires constant hand mobility for handling a variety of materials, keyboarding, filing and equipment usage.
- Must occasionally lift and/or move up to 25 pounds.
- Frequently required to sit, stand, talk, listen, write and read.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.
- Work occurs in a normal office/public administration environment with occasional travel to development sites.
- Requires ability to concentrate when subjected to frequent interruptions.
- Ability to listen and carefully interpret audio and video recordings.

**Supervision Exercised:** This is a non-supervisory position.

**Knowledge, Skills, and Abilities:**
This job requires knowledge of:
- Flathead County custom and culture.
- Planning process and land use law in the State of Montana and Flathead County.
- County ordinances, laws, regulations and permit processes and procedures.
- Preparation of permit applications
- Communications between county departments and agencies, and their unique regulations and permits.
- Computers including but not limited to word processing, spreadsheets, email and electronic calendar functions.

- Elements of exemplary customer service, effective public speaking, public and community relations.

This job requires skill in:

- Providing a customer service oriented, professional and impartial demeanor.
- Organization of electronic and paper records.
- Operations of computers and various office machines.
- Oral and written communication to include English language mechanics, syntax and composition.
- Conveying information effectively and be able to multi-task while maintaining a high level of proficiency.
- Multi-tasking.

This job requires the ability to:

- Maintain effective working relationships with other staff, elected officials and the public.
- Communicate effectively, both orally and in writing.
- Drive a vehicle and maintain a good driving record.
- Provide quality customer service.
- Effectively manage multiple projects, often in a fast-paced environment.
- Read and understand technical documents including planning staff reports, ordinances, zoning and subdivision regulations, lakeshore and floodplain regulations, permits and permit applications.
- Independently initiate, prioritize, perform and/or solve problems related to deviations in work assigned in order to meet fixed or fluctuating deadlines and achieve work objectives.
- Work with the public in a calm and courteous manner while exercising tact and diplomacy under occasionally stressful situations.

**Education and Experience:**

The job requires a high school diploma or equivalent and one year of directly related planning experience, or any combination of experience and training which indicates possession of the knowledge, skills and abilities listed. Must have or be able to secure within 60 days of employment a valid Montana driver's license.

| Action | Date | Reference |
|---|---|---|
| Adopted | 08/23/2018 | Commissioners' Minutes |