



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Planning Technician-Code Compliance DATE OPENED: 9/25/2018

DEPARTMENT: Planning & Zoning CLOSING DATE: 10/21/2018

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)

IF APPLICABLE:
TRAINING WAGE: \$ 19.91 per Hour

PART TIME

SEASONAL

STARTING WAGE: \$ 20.92 per Hour

TEMPORARY

SALARY AT:

1 YEAR STEP: \$ 21.76 per Hour

2 YEAR STEP: \$ 22.63 per Hour

3 YEAR STEP: \$ 23.08 per Hour

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

SEE ATTACHED JOB DESCRIPTION. Additional information:

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.

Job Title: Planning Technician – Code
Compliance

Job Code: 10640

Department: Planning & Zoning

Pay Grade: Stnd 29

Reports to: Planning Director

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: Performs professional planning work with a primary focus on code compliance. Duties include oversight of code compliance strategies to ensure these services and policies are effective, transparent, and comply with department goals and the law; enforcement of land use, subdivision, zoning, community decay, lakeshore, and floodplain regulations. The position also conducts data collection, information, and analysis for the public, interested parties and other agencies.

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

- Assists with routine functions of the Flathead County Planning and 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.
- Maintains well-organized paper and electronic files and records.
- Assists administrative staff in tracking permit timelines.
- Works to achieve compliance and conformance with Flathead County land-use regulations, ordinances and permits by responding to citizen complaints and/or responding to threats to public health and/or safety.
- Reads, interprets and researches land use related laws, rules, regulations, legal documents, legal descriptions, maps, and plans.
- Establishes and maintains exemplary working relationships with public, technical representatives, contractors, co-workers and other Flathead County departments.

- Compiles information, prepares clear, concise reports, letters and memos.
- Attends meetings as a representative of Flathead County Planning and Zoning, sometimes at night and in locations throughout Flathead County.
- Performs other related duties as required by the nature of the position and as assigned by the Planning Director.
- Operates a County vehicle on a weekly basis.

Non-Essential Functions:

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

Physical Demands and Working Conditions:

- The employee is constantly required to use hands to handle or feel objects and to keyboard.
- Frequently required to sit, talk, write, listen and read.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- The noise level of the building is usually moderate; however employee is occasionally subjected to loud equipment noise.
- Long range and current planning work that is subject to public scrutiny and frequent change.
- A working environment that is subject to frequent interruptions.
- Work primarily during normal business hours with frequent evening and occasional weekend commitments.
- Work in an office and public administration environment.
- Requires travel by auto to meetings and development sites.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job.

Supervision Exercised: The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:

The 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.
- Legal process relating to enforcement actions.
- Preparation of permit applications.

- Communications between county departments and agencies, and their unique regulations and permits.
- Computer word processing and database management.
- Elements of exemplary customer service, effective public speaking, public and community relations.

The job requires skill in:

- Providing a customer oriented, professional and impartial demeanor in a variety of environments associated with enforcement duties.
- Organization of electronic and paper records and quantifying workload indicators and performance measures.
- Multi-tasking and self-disciplined follow-through.
- Clear, effective and audience-appropriate verbal and written communications.

The job requires the ability to:

- Maintain effective working relationships with other staff, elected officials, and the public.
- Communicate effectively, both orally and in writing with engineers, other design professionals, attorneys, contractors, developers, elected officials, property owners, county staff, the general public, and in the courtroom.
- Conduct work in both an office and field setting.
- Prepare thorough investigative reports, including collecting and organizing evidence, for use in legal procedures.
- Collect and organize evidence.
- Drive a vehicle and maintain a good driving record.
- Provide quality customer services.
- 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.
- Respond to citizen complaints in a timely, fair, objective and well-organized manner.

Education and Experience:

The job requires an Associate’s degree in a field related to the nature of work and two years’ experience, preferably with a government agency, or equivalent combination of education and experience which indicate 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	07/09/2002	Commissioners’ Minutes
Revised	07/25/2012	Commissioners’ Minutes
Revised	7/1/2014	HR Salary Recommendation Transmittal Signed 5/28/2014
Revised	8/24/2016	Commissioners’ Minutes
Adopted	06/19/2017	Position Grade Changes Effective 7/1/2017 (FY18)