

***All Applications are accepted in the Human Resources Department @ 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

JOB OPENING

PLANNING TECHNICIAN

Grade 23: \$30,917.04 (\$14.86/hr.) - \$42,619.48 (\$20.49/hr.)

DEPARTMENT: MINING

DIVISION: PLANNING & DEVELOPMENT

GENERAL DESCRIPTION:

This is an advanced, skilled administrative position performing technical and administrative work required in Planning and Zoning Department. This position works directly under the supervision of the Mining Director and the Planning and Development Director.

ESSENTIAL JOB FUNCTIONS:

1. Prepares zoning determinations. Assists in the supervision of the planning and zoning application process, collection of fees, and scheduling of reviews, meetings and hearings.
2. Utilizes PC-based word processing and other software for the processing of correspondence, research of permitting and inspection activity, preparation of reports, and processes letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork.
3. Performs research and retrieval of records. Conducts statistical comparisons of information. Assists in the preparation and maintenance of department records. Maintains office supplies.
4. Maintains calendars and schedules appointments. Receives and screens calls and refers callers to other employees. Takes notes and minutes of conferences, meetings and functions as required.
5. Assists with citizen complaints and questions.
6. Performs other administrative and technical duties as assigned by the Planning and Development Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATION:

Familiarity with Florida land use law and county government organizations.

Ability to organize, file, retrieve written materials, communicate effectively orally and in writing; interact knowledgably with individuals in the development process and the general public; operate various office equipment; work under pressure with short deadlines. Knowledge of business English, spelling and punctuation. Knowledge of office practices and procedures. Knowledge of mathematics. Ability to gain knowledge of the unit's policies, procedures and practices. Ability to establish and maintain effective working relationships with employees and the public. Ability to access input and retrieve information from a computer. Ability to communicate using writing, speaking, hearing and visual skills. Ability to type at a rate prescribed. Skill in the operation of a PC, keyboard and typewriter. Knowledge of Microsoft Office applications. Ability to function proficiently utilizing desktop and network applications.

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EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Three (3) years work experience involving secretarial/clerical duties including the operation of a personal computer, keyboard, or similar data entry equipment. Familiarity with and experience in a professional zoning/planning environment preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without correction).
Ability to communicate both orally and in writing.
Walking, standing, bending, stopping, climbing, writing.
Sitting at a desk and viewing a display screen for extended periods of time.
Driving.
Ability to type at a prescribed rate of speed.
Ability to access input and retrieves information from a computer.
Ability to access file cabinets for filing and retrieval of data.
Ability to answer the telephone.

ENVIRONMENTAL CONDITIONS:

Work inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Approved by BOCC 8/17/17