



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Planning Technician	FLSA:	Non-Exempt
DEPARTMENT:	Planning	REVISED:	

Summary: Under general supervision, processes applications, building permits, zoning certificates and related documents; provides customer assistance, and interprets and enforces codes, policies and permit issues.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Provides customer service; responds to questions on planning and zoning issues; explains policies, codes, standards and code enforcement procedures; processes documents and applications; researches customer issues and answers questions within scope of authority and training.
- Receives, reviews and accepts building permit applications; reviews applications for completeness, and approves such acting as the County's agent.
- Creates customer and permit files for various documents; enters application data into computer and manual filing systems; compiles and maintains accurate and detailed records.
- Receives and responds to complaints regarding violations of zoning codes, flood plain regulations, encroachment, and other County code violations pursuant to the department's policy code enforcement policy.
- Investigates possible violations; researches and interprets maps and other documents, and communicates with residents as required.
- Schedules and conducts on-site investigations; interprets codes and regulations and explains inspection procedures and regulations to involved parties.
- Prepares investigative reports and initiates procedures to obtain compliance with regulations; prepares code violations cases for public hearings and court proceedings, appears at public hearings as necessary; maintains records and prepares reports of inspections and related code enforcement issues.
- Prepares violation notice and other notices which outline correction methods, time limits, necessary permits and all remedial work required; coordinates issuance of infraction and misdemeanor citations for violations of codes and regulations.
- Responds to requests for information from county departments and outside agencies; provides technical information as authorized; provides assistance within scope of authority.
- Conducts special studies, surveys and analyses, and prepares reports as assigned.
- Inspects properties for compliance with Site Plans and other regulations.
- Provides technical assistance with the analysis of Floodplain issues and regulations.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of Federal, State and local laws, rules and regulations affecting planning, zoning, land use, flood plains, code enforcement and community development.
- Knowledge of the procedures for processing and issuing regulatory permits.
- Knowledge of principles and methods of investigating and enforcing state and county codes.
- Knowledge of basic terminology used in zoning, including legal descriptions.
- Knowledge of the basic principles of bookkeeping and records management.
- Knowledge of the principles of cartographic technology and GIS application software.

- Skill in reading, understanding and interpreting construction drawings and parcel maps.
- Skill in interpreting and enforcing provisions of applicable codes, ordinances and regulations.
- Skill in investigating complaints in a timely and tactful manner, and reaching independent and accurate conclusions based on knowledge of pertinent codes.
- Skill in representing the County in a professional manner, and working effectively with various cultural and ethnic groups.
- Skill in compiling statistical information, and preparing and presenting technical reports.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating a personal computer utilizing a variety of software applications, including the County's GIS user programs.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

High school diploma or GED equivalent, AND two year's community development or regulatory compliance experience; OR equivalent combination of education, training and experience.