

Position Opening: Park County Planning & Zoning Director

Full-time position, Monday-Friday 8 a.m. to 5 p.m., some evening meetings are required. Benefits include vacation, holidays, county paid health insurance and Wyoming Retirement System. \$60,000 - \$75,000 per annum depending on education and experience. Applications must be received by 4:00 p.m. March 16, 2018. Send resume and Park County application to Nicholle Gerharter, 1002 Sheridan Ave., Cody, WY. 82414, or email ngerharter@parkcounty.us

GENERAL PURPOSE

Performs a variety of professional, administrative and managerial duties related to planning, zoning, floodplain administration, small wastewater administration, and planning office GIS (ArcGIS).

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Board of County Commissioners.

SUPERVISION EXERCISED

Provides general supervision to department staff including Planner(s) I, II, Administrative Assistant, Small Wastewater Administrator, and others as assigned.

ESSENTIAL FUNCTIONS

Manages the day-to-day operations of the department; develops and proposes administrative policies and regulations regarding development review; develops guidelines and deadlines, initiates studies in zoning issues, development of regulations, review of permits, land use plan amendments, etc.; issues interpretations of county zoning, planning, floodplain, small wastewater and related regulations;

Administers and supervises zoning, subdivision, floodplain development, sewage disposal system programs and public information activities, application process, permit approvals, inspections, and enforcement.

Directs personnel and delegates assignments; reviews performance and makes decisions affecting job retention, advancement and discipline; participates in the recruitment and selection of department staff; develops and conducts staff training.

Serves as administrative advisor and liaison to Board of County Commissioners, Planning & Zoning Commission and citizen committees; provides technical insight and recommendations related to determine planning and development policies, goals and objectives.

Conducts public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings and presentations; represents the Department and County at meetings on committees, as assigned, and attends department head meetings.

Develops departmental budget and gives final approval for department disbursements.

Develops, organizes and facilitates on-going comprehensive planning processes and procedures for current and long range needs; participates in the development and maintenance of county land use plan.

Administers the department Geographic Information System (ArcGIS) and coordinates with the enhancement of the county's Geographic Information System.

Serves as the county Floodplain Administrator.

Meets with public, developers, entrepreneurs, and contractors; discusses planning, building, zoning, wastewater and other development issues; interprets information in county regulations; meets with applicants to provide direction and resolve development issues.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Master's Degree in planning, public administration or a closely related field, AND three (3) years of progressively responsible experience performing the above or related duties, two (2) of which must have been in a lead or supervisory capacity.

OR

B. Bachelor's Degree in planning, geography, public administration or closely related field AND six (6) years of progressively responsible experience performing above or related duties, two (2) years of which must have been in a lead or supervisory capacity.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of rural planning issues; research and evaluation of research data; land use, zoning, state, and local laws; county operations and inter-relationships of departments; budgeting, maintenance and practices; business and technical writing; interpersonal communication skills; public speaking; public relations. Knowledge of principles of management, supervision and employee motivation.

Ability to administer office functions; analyze complex planning, development and zoning problems and make recommendations; operate personal computer and software to produce or compose formal documents, maps, reports and records; ArcGIS proficiency; GPS data collection; obtain training and certification for Visible Emissions monitoring; prepare and present budget estimates; direct, motivate, develop, and evaluate subordinates; communicate effectively verbally and in writing; develop working relationships with boards, fellow employees, and the public.

Knowledge of NFIP floodplain management requirements.

Knowledge of WY DEQ Ch. 23 and Park County small wastewater disposal regulations.

3. Special Qualifications:

Prefer Certified Floodplain Manager (CFM) accreditation.

DEQ certification as Small Wastewater Administrator.

Certified EPA Method 9 Visible Emissions Observer.

Must possess a valid Wyoming driver's license.

4. Work Environment:

Primarily in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Periodic walking, standing, stooping, sitting, reaching, required in normal course of performing essential duties. Talking, hearing and seeing essential to effective performance of the job. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for detail, verbal instruction, emotional stability, discriminating thinking and creative problem solving. Ability to perform field work may be required to review and evaluate subdivisions, violations, small wastewater inspections and floodplain development.

Employment Application

Park County, Wyoming

1002 Sheridan Avenue ~ Cody, WY 82414

Notice to Applicants

Park County considers applicants without regard to race, color, religion, creed, gender, national origin, age, marital status, the presence of a non-job-related medical conditions or physical disability or any other legally protected status unless related to a bona fide occupational requirement.

Position Applied For:

Application Due Date:

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Name _____
Last First Middle

Mailing Address: _____
City St Zip

Email Address: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

List other names, if any, used on employment or education records: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Have you ever worked for or are you currently working for Park County? Yes No

If yes, please provide dates and department(s): _____

Prior Position(s): _____

Reason(s) for leaving: _____

Do you have relatives working for Park County? Yes No

If yes, please give their name, department and relationship: _____

Please describe your experience with Microsoft Office programs or other similar software programs for word processing and spreadsheet applications. Rate your knowledge and use of the programs 1-10 with 1 being no experience and 10 being proficient.

E D U C A T I O N	School	Name and Address of School	Course Of Study	Circle Last Year Completed	Did You Graduate	List Diploma or Degree(s)
	High School			8 9 10	<input type="checkbox"/> Yes	
				11 12	<input type="checkbox"/> No	
	College			1 2	<input type="checkbox"/> Yes	
				3 4	<input type="checkbox"/> No	
	Other (Specify)					

S P E C I A L S K I L L S	Special Skills Relating To The Position For Which You Are Applying: (clerical skills, bookkeeping, accounting, etc.)

References: List three (3) references that have knowledge of your ability to perform this job.

Name of Reference	Complete Mailing Address	Telephone Number	Years Acquainted

Employment Experience
 On the following page please list your **ENTIRE** employment experience. Please begin with your present or most recent job and list your entire work experience with emphasis on experience relevant to this position. Include military service and any volunteer work that provided experience that would help you qualify. If the space provided is not sufficient, you may continue this section on a separate sheet of paper. This information must be completed in full. **Notice to Applicants: Information that you provide on this application is subject to verification. Previous employers may be contacted as references or for verification of information.**

Do you want to be informed before we contact your present employer? Yes No

Current Employer: _____ Mailing Address: _____
Street Address: _____ Date Employed: From _____ To _____
Salary/Wage: _____ Position(s) Held: _____
Contact Name and Title: _____ Phone #: _____
Description of work performed: _____

Reason for leaving: _____

Employer: _____ Mailing Address: _____
Street Address: _____ Date Employed: From _____ To _____
Salary/Wage: _____ Position(s) Held: _____
Contact Name and Title: _____ Phone #: _____
Description of work performed: _____

Reason for leaving: _____

Employer: _____ Mailing Address: _____
Street Address: _____ Date Employed: From _____ To _____
Salary/Wage: _____ Position(s) Held: _____
Contact Name and Title: _____ Phone #: _____
Description of work performed: _____

Reason for leaving: _____

AUTHORIZATION TO RELEASE INFORMATION

I certify that all information provided in this application is true and complete. I understand that misrepresentation or omission of facts during the application or selection process may disqualify me from further consideration. I understand Park County may conduct a background investigation, which may include obtaining information from former employees, co-workers or others with knowledge of my work experience. I understand I have the right to make a written request within a reasonable time for the disclosure of the name and address of any consumer-reporting agency, which may be utilized in the background investigation

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers and organizations contacted to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that I may be required to successfully pass drug and alcohol screening examinations. I hereby consent to pre-employment drug and alcohol screens, if required, as a condition of employment.

I have read, understand and, by my signature, consent to these statements. I authorize investigation of all information contained in this application.

Signature of Applicant

Date