



Recruitment Profile

PLANNING TECHNICIAN

The Planning Technician for the City of Douglas will be a motivated individual to provide administrative and technical work associated with Planning and Community Development.

Duties: Initial point of contact. Assists with contractor licensing, building permits, water/sewer tap permits, inspection scheduling, certificates of occupancy, fence permits, conditional use permits, and cemetery records. Assists with processing annexations, subdivisions, development plans and agreements, variances and special projects. Assists in preparing materials for public hearings and reviews, including public notices and notification letters; recording of documents; compilation of statistical data related to planning and zoning. Processes contractor license applications and renewals; follows up on testing, insurance and bonding requirements. Serves as secretary for the Planning & Zoning Commission, Board of Appeals and Board of Adjustments including preparing and distributing agenda items. Serves as liaison & technical assistant to Historic Preservation Commission. Serves as secretary for the Downtown Historic District review panel.

Skills & Abilities: Skill in operation of personal computer and other office equipment. Ability to read maps, subdivision and annexation plats, codes and ordinance. Ability to follow established procedures for processing annexations, subdivision plats and development plans, and to interpret construction and zoning codes. Ability to follow established procedures for conducting building inspections; ability to communicate effectively both verbally and in writing and compose business correspondence narrative from general instruction.

Experience and Education: Basic understanding of planning and zoning, construction and application process, or ability to obtain, is required. Two years knowledge and level of competency in public contact work utilizing office process skills and records management. Experience in processing annexations, subdivision plats, and development plans and basic knowledge of building, zoning and municipal codes is preferred.

Our Community is . . .

Recognized as the Jackalope Capital of the world, Douglas is located in east central Wyoming in Converse County. With a population of 6,120, Douglas is rated as the seventh safest city to live in Wyoming. Wyoming is rated the ninth safest state and has one of the lowest overall taxes. Law Enforcement remains an integral part of our community and is supported by elected officials and the community. Douglas offers an excellent K-12 school system and Eastern Wyoming College Campus. Douglas sits beside the North Platte River and is only a short distance from the Medicine Bow National Forest and Glendo Reservoir. This beautiful location offers many outdoor recreational opportunities such as hunting, fishing, boating, hiking, camping, and more! An International airport is located one hour away in Casper, with direct flight service to Denver, CO and Salt Lake City, UT.

Our City . . .

Encourages: great neighborhoods and attractive, friendly environments to live, work, and play. Through current and long range planning for the community, whether it be building and planning for housing, new subdivisions and developments, or preservation of our historic heritage, the City strives to provide and ensure safety and aesthetically pleasing businesses and homes, and a community to be proud of.

Operates: under a Mayor/Council form of government, with an appointed City Administrator who provides supervision for all city departments.



Compensation and Current Benefits . . .

Wage Range: \$17.25 to \$ 25.18 per hour; depending on work experience.

Education Incentive: Additional compensation for degree in related field when not requirement of position.

Health Insurance: Employee and dependent coverage, entire premium paid by the City. Annual Deductible \$750 person, \$1,500 family. Participating provider 90/10. Non participating provider 80/20. Routine care 100%. Out of pocket maximum \$3,000 per calendar year.

Dental: Diagnostic and preventative 100%. Basic services 80%. Major services 50%.

Vision: Exam 100%, \$50 maximum. Lenses 100%, one pair per calendar year. Frames 100%, \$90 maximum per two calendar years. Exam \$15 deductible. Materials \$15 deductible.

Prescription: Deductible \$50 person, \$100 family.

Life: \$15,000.

Long Term Disability Coverage.

Retirement Pension: Participation in Wyoming Retirement Plan 17.2% paid by City.

457 Deferred Compensation: Eligible for participation.

Vacation Leave: 12 days per year accrual; additional accrual after four years of service.

Sick Leave: 12 days per year accrual.

Holiday: 10 days per year.

Fitness Benefit: Monthly payment of \$10 toward membership. Reimbursement of remaining membership with average of 10 check ins per month for calendar year.

Application and Contact . . .

Process: Applications will be accepted until 5:00 p.m. December 23, 2020. Please visit our website, www.cityofdouglas.org, for a full job description and application. City of Douglas employment application must be submitted for consideration. Applications are available on our website at www.cityofdouglas.org or by contacting Administrative Services. Submit applications to Administrative Services Department, 101 N 4th St, PO Box 1030, Douglas, WY 82633 or email to mnicol@cityofdouglas.org.

Contact: Administrative Services Director, Mary Nicol, PO Box 1030, Douglas, WY 82633, 307-358-3462, mnicol@cityofdouglas.org.

CITY OF DOUGLAS
POSITION SPECIFICATION
Adopted December 1, 2020

TITLE: PLANNING TECHNICIAN – COMMUNITY DEVELOPMENT **CLASS CODE:**

GENERAL DESCRIPTION:

PERFORMS A VARIETY OF ADMINISTRATIVE AND TECHNICAL WORK ASSOCIATED WITH PLANNING AND COMMUNITY DEVELOPMENT.

(Any position may not include all of the duties listed nor do the listed examples include all tasks that may be found in positions of this classification.)

SUPERVISION EXERCISED/ACCOUNTABILITY:

Works under direct supervision of Planning and Community Development Director. No supervisory responsibility.

MAJOR TASKS:

Serves as initial point of contact for the Department. Assists with contractor licensing, building permits, water/sewer tap permits, inspection scheduling, certificates of occupancy, fence permits, conditional use permits, and cemetery records. Assists with processing annexations, subdivisions, development plans and agreements, variances, and special projects. Assists in preparing materials for public hearings and reviews, including public notices and notification letters; recording of documents; compilation of statistical data related to planning, and zoning.

Answers basic questions all items listed above and assists customers in filling out applications; issues various permits under the direction of the department director and the building official.

Processes contractor license applications and renewals; follows up on testing, insurance and bonding requirements; issues licenses at direction of building official.

MINOR TASKS:

Serves as secretary for the Planning and Zoning Commission; prepares all agenda items and submits to the Commission, City Attorney, and applicants; prepares and records minutes; tracks all cases and follow-up with recording documents with the County Clerk and submitting changes for GIS; registers Commissioners for conference as needed and makes travel arrangements.

Serves as secretary for the Board of Appeals and Board of Adjustments; prepares and distributes packets and support materials; records proceedings; transcribes proceedings and places them in permanent record.

Serves as liaison and technical assistant to the Historic Preservation Commission; assists with preparation of CLG annual report; applies for grants; provides other technical assistance at direction of community development director.

Serves as secretary for the Downtown Historic District Review Panel; acts as point of contact for applicants; reviews application and prepares staff report; schedules meetings; prepares final reports and

submits to the Building Official; communicates Pane's findings and recommendations to applicant and Director.

Provides maps and print-outs to city departments and the public; renews annual software subscription and service contract; orders plotting supplies and tracks usage.

Performs other related duties as required.

KNOWLEDGE AREAS:

Basic understanding of planning and zoning, construction, and application processes. Knowledge of annexation, zoning, construction, and municipal and development codes, acquired on the job; knowledge of zoning and construction permit and licensing requirements, acquired on the job; working knowledge of accessing and printing maps and subdivision plats, acquired on the job. Considerable knowledge of office organization, methods, standards and practices; working knowledge of filing techniques.

SKILL/ABILITY AREAS:

Skill in operation of personal computer and other office equipment; ability to read city maps, subdivision and annexation plats, codes and ordinances, acquired on the job; ability to follow established procedures for processing annexation, subdivision plats, and development plans, and to interpret construction and zoning codes; ability to follow established procedures for conducting building inspections; ability to communicate effectively both verbally and in writing, and to compose business correspondence narrative from general instructions.

SPECIAL CONDITIONS OF WORK:

Must sign non-disclosure agreement. Some duties will require outdoor work.

LEGAL REQUIREMENTS:

Valid Class C Driver's License.

RECOMMENDED PREPARATION FOR EMPLOYMENT:

Two years' experience in public contact work utilizing office process skills and records management; experience in processing annexations, subdivision plats, and development plans; basic knowledge of building, zoning and municipal codes preferred. Other training and experience will be evaluated for relevance to assignments in this position.