

## Memorandum

**To:** Jay Harrington, County Manager  
Kathy Nelson, Human Resource Director

**From:** Kristy Winser, Planning Director

**Date:** February 11, 2022

**Subject:** Request to Hire and Advance Planner Tech to Step 5

**Attachments:**

- Cover letter; and
- Resume

---

I request to hire Michael Fitz for the Planner Tech position at a Step 3 (\$24.96/hr) of the pay scale and advance to a Step 5 pay level (\$26.60/hr) after review and consideration of his credentials. Mr. Fitz was interviewed by me, the Planning Director, and is a more than qualified candidate who exceeded the job's minimum qualifications.

Mr. Fitz has a Master's Degree in Urban and Regional Planning and has worked for the past four years at the City of Steamboat Springs as a Planner Technician. He has directly related job experience and is already trained on the joint permit software City view that the City and County share. He also has excellent references and is known in the development community for his superb customer service skills. A Step 3 of the pay scale would essentially be lateral pay from the City, but Step 5 is a more competitive salary for someone with his experience and incentive to accept the job at the County.

The minimum job requirements and applicant's qualifications are summarized below:

Minimum Requirements	Applicants Qualifications and Experience
<p><b>Educational Requirements:</b></p> <ul style="list-style-type: none"> <li>• Possession of a bachelor's degree with major coursework in planning, geography, environmental science, public administration, or a related field.</li> </ul>	<p><b>Educational Requirements:</b></p> <ul style="list-style-type: none"> <li>✓ <b>Bachelor's Degree-Environmental Planning and Policy</b></li> <li>✓ <b>Master's Degree-Urban/ Regional Planning</b></li> </ul>
<p><b>Experience Requirements:</b></p> <ul style="list-style-type: none"> <li>• One year of land use planning, permit processing or code enforcement experience is <u>desirable</u>.</li> </ul>	<p><b>Experience Requirements:</b></p> <ul style="list-style-type: none"> <li>✓ <b>Has four years of combined experience in land use planning, permit processing and Code enforcement through the City of Steamboat Springs.</b></li> </ul>

	<ul style="list-style-type: none"> <li>✓ <b>Student Planning Intern, eight months for the City of Champaign.</b></li> </ul>
<p><b>Technical Skills:</b></p> <ul style="list-style-type: none"> <li>• Federal, state, and local laws and regulations pertaining to planning, land use, and zoning.</li> <li>• Basic principles and practices of county planning operations and programs, including work methods, materials, and equipment.</li> <li>• Basic principles of public and business administration.</li> <li>• Basic principles and practices of customer service.</li> <li>• Basic principles of time management, planning, and organization.</li> <li>• Research and reporting methods.</li> <li>• Office practices, procedures, and equipment, including the use of personal computers and standard business software.</li> <li>• Mathematics, including addition, subtraction, multiplication, division, fractions, percentages, and basic statistical analysis.</li> </ul>	<p><b>Technical Skills:</b></p> <ul style="list-style-type: none"> <li>✓ <b>Education and work-related experience</b></li> <li>✓ <b>Education and work-related experience</b></li> <li>✓ <b>Education and work-related experience</b></li> <li>✓ <b>Extensive work-related experience.</b></li> <li>✓ <b>Direct work-related experience</b></li> <li>✓ <b>Education and work related experience</b></li> <li>✓ <b>Direct work related experience</b></li> <li>✓ <b>Education and all job related experience.</b></li> </ul>

Thank you,

Kristy Winser  
*Planning Director*  
*Routt County Planning*