

**ROUTT COUNTY**  
**CLASSIFICATION: PLANNER TECH**

Created: August 2021  
Department: Planning  
Family: Professional/Technical  
Approved By: County Manager

Pay Scale: Planner Technician  
FLSA Status: Non-Exempt  
Date: August 2021

**SUMMARY:**

Under supervision, performs routine activities to support current and long-range planning and development duties; reviews, researches, analyzes and processes routine planning and development proposals or applications and issues planning and development-related permits; assists the public at the Planning Counter; works with other county departments to coordinate and process county land use permit reviews; responds to routine code and zoning violations and complaints; schedules and provides administrative support for public hearings; and performs other related duties as assigned.

**CLASS CHARACTERISTICS:**

An incumbent in this class performs a limited variety of routine land use planning and development duties. Incumbents work under supervision on regular work assignments and non-routine assignments or when in doubt as to the correct procedures to follow.

This class is distinguished from Planner I as incumbents in the latter class work alone on regular work assignments and checks with a supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

**SUPERVISION EXERCISED:**

An incumbent in this does not directly or indirectly supervise or lead the work of other employees but may assist in training less experienced staff.

**JOB DUTIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific duties does not prevent the assignment of work that is appropriately related to this class.*

- Serves the public at the planning counter; answers public questions and provides information regarding building permits, similar historical applications, and other related matters; conducts research, explains subdivision and zoning regulations as well as the county master plan.
- Responds to zoning complaints and violations through correspondence, onsite inspections, as well as meetings with complainants and violators; develops and facilitates plans to obtain compliance/resolution; documents all steps in the process accurately and thoroughly.
- Performs inspections for permit compliance of issued land-use permits.
- Assists with reviews, researches, analyzes, and processing of routine building permits in accordance with applicable deadlines and regulations; determines compliance with applicable planning principles, regulations, and policies.
- Reviews building permit applications for zoning related issues.
- Reviews liquor license applications for zoning related issues.
- Issues administrative permits for signs and special events.
- Performs technical planning research in support of various Board of Adjustment, Planning Commission, Board of County Commissioners, or departmental requests or projects.
- Assists other planners with administering and developing land use plans, the zoning and subdivision regulations; may learn to perform more complex professional planning duties in a development/trainee capacity.

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- Works with other county departments or outside agencies to assist them in processing county land use permit reviews.
- Assists with preparing agendas and documents for the Planning Commission and Board of Adjustment hearings.
- Assists in editing and maintaining the departmental website.
- Performs other related duties as assigned.

**QUALIFICATIONS:**

**Education and Experience**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Possession of a bachelor's degree from an accredited college or university with major coursework in planning, geography, environmental science, public administration, or a related field.

**Experience:**

One year of land use planning, permit processing or code enforcement experience is desirable.

**Licenses and Certificates:**

- A valid license to drive a vehicle in Colorado and a safe driving record is required at the time of appointment and throughout employment.

**Knowledge of:**

- Federal, state, and local laws and regulations pertaining to planning, land use, and zoning.
- Basic principles and practices of county planning operations and programs, including work methods, materials, and equipment.
- Basic principles of public and business administration.
- Basic principles and practices of customer service.
- Basic principles of time management, planning, and organization.
- Research and reporting methods.
- Office practices, procedures, and equipment, including the use of personal computers and standard business software.
- Mathematics, including addition, subtraction, multiplication, division, fractions, percentages, and basic statistical analysis.

**Ability to:**

- Perform professional planning duties associated with a county planning department.
- Understand, interpret, and apply legal codes, regulations, and rules pertaining to county planning, zoning, and land use.
- Organize, analyze, and prepare communications, documents, and reports.
- Negotiate solutions to routine planning-related issues.
- Perform accurate and detailed mathematical calculations.
- Operate standard office equipment such as personal computers, copiers, scanners, fax machines, calculators, and multi-line phone systems.
- Effectively utilize standard business software, including word processing, spreadsheet, database, Internet, and email programs to track and maintain information.

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- Communicate clearly and effectively, both orally and in writing to Boards and Commissions and the public.
- Establish and maintain effective working relationships with those contacted during work, including subordinates, other department managers, county executives, external agencies and groups, and the general public.

#### **Physical and Mental Standards**

*The physical and mental standards described here are representative of those that must typically be met by employees to perform the essential functions of this class successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequently sit at a desk for extended periods of time.
- Frequently walk and stand; occasionally walk on uneven ground or surfaces.
- Frequently use finger dexterity and operate a keyboard.
- Regularly lift 10 pounds and occasionally lift 25 pounds.
- Frequently use vision to read documents, view computer screens, and see close and distant objects.
- Frequently use speech, hearing, and writing to engage in conversation, in person, over the telephone, and e-mail.

#### **TYPICAL WORKING CONDITIONS:**

- The incumbent typically works in a standard office environment where the noise level is moderate.
- Some job duties may cause exposure to varied weather conditions, dirt, noise, hazardous materials, and/or toxic substances.
- Job duties may occasionally require working extended hours or hours outside of the regular schedule.