

**OPEN FOR KENT COUNTY EMPLOYEES AND PUBLIC
APPLICATIONS/RESUMES**

DATE POSTED:

MAY 3, 2024

POSTED BY:

DANIELLE PATTERSON

CLOSING DATE/TIME:

MAY 17, 2024/5:00 P.M.

All applicants must submit an up to date resume. We are located at 555 Bay Road, Dover, DE 19901; visit our website: www.kentcountycle.gov. Please contact our office at 302-744-2310 or email us at hr@kentcountycle.gov

Department of Planning Services

Division: Planning

Classified, GRADE 2113

40 Hour Week

\$42,515.20/yr (Base Salary)*

Based on experience/education, a higher pay rate **may be offered**

PLANNING TECHNICIAN I

General Description

The purpose of this position is to perform specific technical planning tasks focusing upon the processing of permits and interpretation of the Zoning Ordinances, and various research studies. This position works under close to general supervision according to set procedures but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Explains zoning and related ordinances to the general public and contractors.
- Interprets the Zoning Ordinances and the application processes of various planning application types to contractors and the general public.
- Provides administrative support to the Department including various boards and commissions.
- Evaluates certificate of use permits and administrative applications.
- Reviews permits and applications submitted for compliance with various codes and regulations.
- Conducts research of property ownership records, zoning violations and demographic trends.
- Reviews for approval various permit applications.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent supplemented by one (1) year of experience in drafting, real estate, construction or related field or an equivalent combination of education, training, and experience.

Additional Requirements:

Basic knowledge of the techniques of planning; skill in obtaining and analyzing facts; ability to collect, tabulate and analyze statistical data; ability to read maps and deeds; ability to establish and maintain effective working relationship with coworkers, supervisors, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is primarily a sedentary office classification although standing in and walking between work areas may be required.
- Occasionally lifting of objects up to 25 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person, before groups, and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator.
- Ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Essential Functions are regularly performed without exposure to adverse environmental conditions.

Notices:

Kent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), Kent County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is an employment at-will position.