



Brown County Human Resources

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Aberdeen, SD 57401
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Classification: Planning and Zoning Technician

Wage: \$17.77/hour

Department: Planning and Zoning Department

Reports to: Planning and Zoning Director

FLSA: Non-Exempt

Opening date: October 16, 2019

Closing date: October 30, 2019

JOB DESCRIPTION

Summary/Objective:

Responsible for ensuring new development and on-going land occupancy, conforms to applicable County regulations regarding land use, zoning, special flood hazard areas and nuisance abatement. Assist in E911 addressing, flood plain regulations and permitting construction.

Employee is expected to work with limited supervision and must demonstrate a high degree of initiative and individual judgment as he/she will be responsible for technically detailed work involving interpreting documents from a variety of sources, verification of information from maps and various computer files/programs, issuing permits and making updates to computer files and databases.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 911 Addressing, the employee will assist to review, assign and maintain 911 addressing and will serve as a link between various data sources including but, not limited to, Geographic Information Systems (GIS), the 911 Communications Center, the Department of Equalization, the Register of Deeds, the Highway Department, various City Offices and area Postmasters.
- Floodplain, the employee will keep up with regulations and ordinance for permitting, logging, filing and researching existing or current development.
- Reviews Zoning Use Permit applications for conformance to applicable County regulations.
- Collect and maintain information and records necessary for all Planning & Zoning activities.
- Use the County Geographic Information System (GIS) or Beacon programs to prepare graphics for Brown County Zoning Board/Board of Adjustment meetings.

- Answer citizen inquiries in regards to Floodplain, Zoning, Platting, Rezoning, Variances, E-911 addressing, nuisance abatement and Special Exceptions/Conditional uses.
- Attends monthly Planning Commission meeting and public outreach meetings related to job duties.
- Meticulously read, analyze and interpret blueprints, maps, plats, legal documents and other types of correspondence regularly used in local government.
- Review and approve permits for development within flood hazard areas including preparing documents for and obtaining approval from other agencies.
- Review and approve building plans and conditional use permits for residential and commercial projects within the County that are outside joint jurisdiction areas of incorporated cities, towns and villages.
- Act on zoning and nuisance complaints including performing site investigations as required and maintaining a working log of each complaint.
- Work with Brown County Zoning Board in making decisions concerning zoning compliance, enforcement, land use and development.
- Review existing and help assign new 911 addresses for structures and land parcels.
- Reviews and authorizes road naming nomenclatures for new roads.
- Assist County GIS Coordinator in maintenance of addressing data within an ESRI ArcGIS environment, including street centerline and structure files.
- Maintain Master Street Address Guide (MSAG) via correspondence with local telephone companies and the 911 operations support center.
- Receive and send correspondence pertaining to address, permit requests and assignments.
- Ensures adherence to existing zoning, addressing policies and procedures; develops and implements new policies and procedures as necessary.
- Utilizes computer programs such as GIS, Excel, Word, Access and others to administer and maintain a file system of address and permit requests and assignments.
- Performs related tasks as required.

Competencies:

- Principles and techniques of public relations and customer service, both in person or over the phone
- Problem Solving/Analysis
- Teamwork Orientation
- Decision Making - Using initiative and independent judgement within established policy guidelines.
- Communication Proficiency in oral and written forms.
- Technical Capacity - Agency regulations, policies, processes and procedures. Use of specified computer applications.

Supervisory Responsibility:

- This position has no supervisory responsibilities

Work Environment:

- Often sedentary work in an office setting. Outside work will be required to verify, collect information, resolve addressing or zoning issues; you will be exposed to the different seasons.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling

- Grasping: applying pressure to an object with the fingers and palm
- Talking: expressing or exchanging ideas by means of the spoken word
- Hearing: perceiving the nature of sounds without major correction
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat
- Taste and/or smell
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Moderate Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds;

Position Type / Expected Hours of Work:

- Full-time; Hours: Monday – Friday 8:00 am to 5:00 pm, may vary

Travel:

- Periodic travel throughout the county and surrounding area may be necessary.

Education and Experience:

- Completion of two (2) years of educational/vocational training in Planning, GIS, Computer Drafting, Surveying or Construction trades; And/or two (2) years of responsible experience in Planning, GIS, Computer Drafting and Surveying, Planning and/or Zoning Technician or an equivalent combination of training or experience.
- Valid South Dakota driver's license.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Apply by:

Submit cover letter and resume or Brown County application to:

- Brown County Human Resources
25 Market St.
Aberdeen, SD 57401

or

- Email: Erica.Coughlin@browncounty.sd.gov