



### **THE JOB - Zoning Technician**

Join the Ketchum Planning and Building Department team! We operate as a dynamic and collaborative team that prides themselves on communication, leadership, and transparency in support of the city's vision and values. As a member of the Planning and Building Department team, the Zoning Technician is responsible for performing a variety of professional duties in support of the current planning functions of the planning department and the everyday functions of the building department. The position will regularly interface with members of the public. The Zoning Technician position is intended as an entry level position for anyone interested in community development, planning, construction and development, and city administration.

### **WHO WE ARE LOOKING FOR**

It is preferred that the ideal candidate will have a bachelor's degree in urban or regional planning, geography, natural resources planning, architecture or a closely related field. They will also possess critical thinking skills, be adaptable in fast paced environments, have strong written and verbal communication skills, and have a customer service mindset.

Other experience and skills we are looking for:

- One (1) year experience in a professional employment environment providing customer service and exercising strong communication and organizational skills;
- Ability to perform research and land use analysis;
- High-level thinker and problem solver;
- General grasp of land use planning principles;
- Skilled in critical thinking and research;
- Ability to adapt in fast paced environments;
- Strong communication and organizational skills;
- Ability to learn building permit software with provided training;
- Exceptional customer service skills and ability to guide applicants through a variety of assigned responsibilities;
- Experience working with the public and providing customer service;
- Ability to operate a personal computer, including word processing and database software.

## **THE OPPORTUNITY**

A few opportunities waiting for you:

- Acts as the first point of contact for members of the public with questions on zoning regulations and development review processing;
- Advises builders, developers, property owners and other departments on City ordinances, requirements, and planning and zoning policies;
- Reviews, interprets, and analyzes building permits for compliance with zoning regulations;
- Reviews and processes land use applications including sign permits, fence permits, off-site vendor permits, and business licenses for compliance with zoning regulations;
- Conducts site inspections to determine code and ordinance compliance; handles some zoning enforcement, informs property owners of violations and makes recommendations on changes;
- Provides support to department staff by conducting comprehensive and timely research to support the development of land use decisions, long range planning policies, and/or changes to regulations;
- Assists the department staff in organizing and implementing community outreach programs as part of major projects;
- Assists the department in document management and retention including the archiving of historic records, research, and public records requests;
- Assists in strategic planning of the department and the implementation of goals and objectives; implements approved policies and procedures.

This position reports to the Planning Administrator.

## **THE REWARDS**

- A thriving workplace where what YOU do matters;
- Professional growth and training;
- Idaho PERSI pension so you can enjoy retirement;
- Robust health and dental insurance;
- Holidays, paid time off and sick leave;
- A pay range of \$26.85 to \$37.56 based on what you bring to the city;
- Incredible mountain views and a workday that is meaningful.

Equal Opportunity Employer.