

Greenlee County is currently accepting applications for a Planning Technician. Salary \$17.43 - \$24.62 hourly, DOE. Non-exempt position. Minimum requirements: 1) AA degree or equivalent training/experience; 2) knowledge of planning as relates to zoning, map reading, legal descriptions; 3) skill in conducting research, evaluating site plans, office management; 4) customer service/communication skills; 5) current employment application on file at the Greenlee County Board of Supervisors office, 253 5<sup>th</sup> Street, PO Box 908, Clifton, AZ 85533 or [www.co.greenlee.az.us](http://www.co.greenlee.az.us). Deadline for filing: May 25, 2018, 5:00 p.m. It is the responsibility of the applicant to ensure their application is current.

#### CLASSIFIED AD

Publish: Beginning now and ending May 23, 2018

Bill To: Greenlee County  
Board of Supervisors  
P O Box 908  
Clifton, AZ 85533

# GREENLEE COUNTY

CLASS CODE: NON-EXEMPT

## PLANNING TECHNICIAN

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### NATURE OF WORK

Under the supervision of the County Engineer, performs technical planning duties associated with county planning and zoning, floodplain ordinance, contract administration and other related duties.

### TYPICAL DUTIES

Assists the County Engineer in the day-to-day operation of the office including assisting county citizens and developers with questions regarding re-zoning, associated restrictions, and procedures for submitting development review plans, rezoning and variances, review of construction site plans, conduct field investigations, research background and historical data for new construction and modifications to be submitted to the Planning/Zoning Commission. Participates in making surveys and gathering data relating to land use for code revision purposes, performs paraprofessional and technical planning assignments, including compiling, checking, and reviewing information and reports for submission to the Planning and Zoning Commission and the Board of Supervisors. Assist with conducting field checks for zoning violations.

### QUALIFICATIONS

Education, Training, and Experience: Any combination of education, training, and experience equivalent to an Associates of Arts degree from an accredited college or university.

Desirable Knowledge, Abilities, and Skills: Knowledge of the practices, principles, and procedures of planning as it relates to zoning and current planning, knowledge of zoning and other development codes, map reading, understanding legal descriptions. Skill in conducting research, evaluating site plans, office management. Ability to establish and maintain effective working relationships with co-workers, other agencies, and the general public. Ability to communicate well orally and in writing. Considerable skill in operation of computer programs.

### SPECIAL QUALIFICATIONS

Valid Arizona driver's license.