

PLANNER/GIS/PERMITTING

Employment Opportunity: Job # 18-12

Posting Type: Open Announcement

Closing Date: OPEN UNTIL FILLED

Starting Wage: \$16.96 per hour

Full-Time Position: 40 Hours per week / Full Benefit Package

Application Procedures: Please submit a Meade County application

(<https://www.meadecounty.org/employment-application>)

to: Human Resources / 1300 Sherman Street STE 212 / Sturgis, SD 57785

GENERAL STATEMENT OF DUTIES

Under the direct supervision of the Director and Deputy Director of Planning. Responsible for performing technical and professional aspects of planning, ordinance compliance, permitting, FEMA compliance and or GIS mapping and analysis.

Typical Duties and Responsibilities

1. Identify properties by use of legal descriptions, maps, review of permits and property appraisal records.
2. Answer on and off-site inquiries to provide information concerning planning issues and various permitting.
3. Explain various permitting requirements or platting processes to constituents.
4. Ability to work with GIS (ESRI) to perform functions of the Equalization and Planning Department.
5. Interview persons familiar with property improvements to accurately analyze all factors affecting compliance to Meade County Ordinances.
6. Attend appropriate seminars and training courses as approved by recommendation of the Deputy and approved by the Director.
7. Perform duties in data management, FEMA and U.S. Census and Building permit reports.
8. Perform duties in a manner consistent with safe practices and policies.
9. Perform other such duties and functions as deemed necessary in Planning and/or the Equalization offices.

Minimum Qualifications

Experience and Education

1. GIS or Planning Certification or degree preferred.

2. Knowledge of county ordinances and state laws governing the Planning procedures for real property.
3. Knowledgeable with Geographical Information Systems (GIS) software and Geographical Positioning Systems (GPS) hardware.
4. Knowledgeable with building permitting and construction.
5. Knowledgeable with FEMA requirements in regard to floodplains.
6. Knowledgeable with math and statistics.
7. Adaptable to multiple computer programs used by the county.
8. Knowledge of the layout within Meade County and ability to read and understand legal descriptions.
9. Ability to work well with others and get along with the general public.
10. Ability to demonstrate good communication and organizational skills.

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.

1. While performing the duties of this job, the employee is regularly required to talk or hear.
2. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms.
3. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

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.

1. While performing the duties of this job, the employee is exposed to outside weather conditions.
2. The noise level in the work environment is usually quiet.

Examination, Testing, and Certification:

The Examination, Testing and Certification 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.

1. Valid South Dakota Driver's License.
2. Successful completion in written and/or oral interviews.
3. Be certified by SD-DENR in On-Site Wastewater Systems in 90 days
4. Other such examination as deemed appropriate and necessary by the County.