

## **Planning Tech**

Owensboro/Daviess County Kentucky, home of Bluegrass and BBQ, is the regional cultural, culinary, and transportation hub for Western Kentucky. Over the past decade our community has experienced a downtown revitalization. Through public/private partnerships our downtown has grown with construction of a new state of the art convention center, two hotels (with a third in the planning stage), and multiple mixed use developments. We have an exciting opportunity to expand our planning staff and are looking for a creative, problem-solving individual to join our team.

### **Essential Job Functions**

Under general supervision of the Associate Director of Planning, the Planning Tech will perform a wide range of planning and administrative activities. General job duties are listed below and are intended only as illustrations of the various types of work that may be performed.

- Provides technical assistance and information to staff and the public relating to various planning programs and ordinances;
- Performs routine office tasks in designated program areas, including data entry, file management, copying, etc.;
- Develops and maintains automated tracking systems, hard copy files, and records;
- Reviews and prepares staff reports and recommendations of limited complexity, such as conditional use permits, variances, agricultural division and minor subdivision plats, and other routine planning projects;
- Investigates violations of development regulations and ordinances, including site visits;
- Attends public meetings and assists other planning staff, as appropriate;
- Assists in updating codes, ordinances, plans, and other regulations as necessary;
- Responds to citizen inquiries regarding applicable ordinances and regulations; and,
- Performs other duties or requirements as assigned.

### **Desired Qualifications and Skills**

- A Bachelor's Degree, preferably in planning or a related field;
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems;
- Ability to work on several projects or issues simultaneously;
- Ability to work independently or in a team environment as needed;
- Reading comprehension to understand technical and legal materials;
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public; and,
- A sense of humor and positive attitude

## **Pay and Benefits**

Pay and benefits are very competitive. Our organization participates in the State of Kentucky County Employee Retirement System (CERS) and benefits include paid vacation, paid sick leave, and paid health insurance premium.

Typical hours of work are 8:00 a.m.-4:30 p.m. Monday-Friday but will require attendance at two evening meetings per month and other times as (rarely) needed.

## **Physical Demands and Working Conditions**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee is occasionally required to sit, climb stairs, talk, and hear. The employee may occasionally be required to lift or move up to 35 pounds with or without a reasonable accommodation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work is conducted primarily in an office setting, but may include time in the field under a variety of weather conditions. Duties are usually performed alone, but are also performed as part of a work team. Attendance at some evening meetings may be required. The work environment is fast-paced and moderate to very noisy.

## **Application Submission**

Applicants will be reviewed by our team upon submission. Interviews, whether in person or via zoom/webex type platform, will be conducted with qualified applicants. The position will remain open until filled or until we decide to proceed without hiring.

Applications may be submitted via email to Brian Howard at [howardbr@owensboro.org](mailto:howardbr@owensboro.org).

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