

HARDIN COUNTY PLANNING & DEVELOPMENT COMMISSION

Job Description

Position: Planning & Permits Technician

Job Summary: The purpose of this entry level position is to assist in the accomplishment of the responsibilities and functions of both Hardin County Planning & Development and the KY Building Code Program. This includes the administration and implementation of the Comprehensive Plan, Zoning Ordinance, Subdivision Regulations, Building & Electrical Codes and other regulations and ordinances as adopted by the Planning Commission, Board of Adjustment and Fiscal Court.

Qualifications: At a minimum, an Associate's degree in urban planning, architecture, business or public administration, geography, business or the social sciences with one year of work experience in a professional office environment is required. Previous internship or job experience in land use planning, real estate or government preferred.

General Duties: The Planning & Permits Technician must be highly detailed and organized, possess problem solving skills, have the ability to multitask, have a desire to work with citizens and possess the ability to explain government regulations and procedures. Responsibilities include answering phone calls, maintaining files, preparing correspondences and fielding questions from the general public. The Planning & Permits Technician will perform research and process a variety of land use / building / electrical permit applications, assist in the preparation of public hearing presentations / packets and take minutes at meetings. Requires working with surveyors, engineers, developers, real estate agents, government employees, property owners and neighbors of proposals. Skills needed include customer service, written & oral communication and Microsoft Office computer skills; ArcGIS mapping and/or QuickBooks experience a plus.

The salary for this position will depend on qualifications and experience.
We offer competitive pay and an excellent retirement & benefits package.

Please submit resumes with cover letters, references, college transcripts and work samples or portfolio to:

Hardin County Planning & Development
Director, Adam King, AICP
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Elizabethtown, KY 42701
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