

VACANCY ANNOUNCEMENT

TOWN OF LADY LAKE, FLORIDA

JOB TITLE

Growth Management Technician — Part Time

JOB DESCRIPTION

Performs moderately complex technical and clerical work. Duties are focused primarily on planning and zoning related matters, utilizing GIS capabilities as necessary, and may include general assistance to lend support to Building Division personnel. Employees in this class perform tasks that require the application of tangible judgment and comprehensive clerical knowledge. Work is performed under the general direction of the Growth Management Director.

SALARY

The hourly range is \$16.54 to \$26.46. It is a non-exempt position.

CLOSING DATE

This position will remain open until filled.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inputs nominal graphical and digital data into computers to create, implement, and maintain GIS maps, tabular data and software applications.
2. Accepts applications for zoning clearances, business tax receipts and other forms of development permits. Reviews forms, documents and conceptual plans for accuracy and determines submittal acceptability.
3. Approves zoning clearances for residential/commercial projects.
4. Reviews utility and drainage easements according to the original plat maps.
5. Maintains contact with Public Works to determine if water and sewer are available for properties and requests utilities quotes.
6. Prepares packets for TRC distribution, P&Z, and Commission meetings. Assists with props for presentations.
7. Reviews applications for sign permits. Reviews forms for accuracy and completeness. Routes applications as appropriate.

8. Prepares monthly reports for accountability to the Town, county, and state agencies. Prepares special reports for Federal, State and Local agencies, maintains records. Computes impact fees and schedules.
9. Determines current zoning classifications and future land use of individual parcels. Verifies zoning information and explains ordinances to the public.
10. Answers incoming telephone calls, providing guidance and assistance, routing calls to appropriate personnel and taking messages as needed.
11. Conducts research of property ownership and historical documents.
12. Explains and answers questions for developers, contractors and the general public regarding application process for obtaining permits, inspection process, conditions of Certificate of Occupancy and other development related procedures.
13. May include the preparation and presentation of staff recommendations orally & visually to P&Z, Town Commission, and other committees which convene at public meetings, on occasion as directed by the Growth Management Director.
14. Assists Building Division personnel on an as needed basis with customer service and permitting intake procedures.
15. Maintains specialized records, processes check requests, verifies, and processes department purchase requisitions and prepares related reports.
16. Assists with computer database information entry, updating and retrieval of specific documentation as directed.
17. Attends committee and board meetings as needed.
18. Composes certain correspondence, prepares reports, and establishes and maintains effective and efficient filing systems for the department.

MINIMUM QUALIFICATIONS:

1. Knowledge of general office procedures.
2. Knowledge of zoning requirements.
3. Knowledge of construction terminology and documents.
4. Skill in typing, filing and research techniques.
5. Ability to access, input and retrieve information from a computer.

6. Ability to organize work.
7. Ability to make decisions within established laws and ordinances.
8. Ability to interpret laws and ordinances in a consistent manner.
9. Ability to work effectively with the public.
10. Ability to work under pressure and meet deadlines.
11. Ability to read and run legal descriptions.
12. Ability to determine land area.
13. Ability to use an Engineering scale and compass.
14. Proficient in mathematics including addition, subtraction, division, fractions, simple algebra, and simple geometry.
15. Understanding of Geographical Information System (GIS) & related programs preferred.

EDUCATION AND EXPERIENCE

1. High School Diploma or General Education Degree (GED) equivalency.
2. Experience in municipal government, planning, and zoning preferred.
3. At least two years' experience, enforcement or inspection related clerical experience including work with computers.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

1. Preferred Notary Public State of Florida
2. Valid Florida Driver's License

ESSENTIAL PHYSICAL SKILLS

1. Ability to communicate effectively with individuals in person and telephonically.
2. Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS

Works inside in an office environment.

Exposure to computer monitor for extended periods.

NOTES

All positions are regular full time unless stated otherwise. Employment applications for vacant positions may be submitted at Town Hall or by email. Each application must include the position title, and each position requires a separate application.

All submitted materials are subject to public disclosure by the Florida Public Records Act. The Town is an equal opportunity employer and a drug-free workplace.