



Post Date: June 17, 2019
Removal Date: June 28, 2019

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: Planning Technician
DEPARTMENT: Planning Department
HOURS: 40 Hours per Week
SALARY: Grade 11 (Schedule 2080) \$28,080.00 - \$38,480.00 * *Based on experience*

DUTIES: This entry-level paraprofessional work devoting a significant amount of time to routine administrative planning tasks. Incumbent provides technical assistance and information to staff, committees and the public in the administration of specific planning programs, areas or ordinances. Work is subject to general supervision of the Planning Director and is usually reviewed for accuracy upon completion; through reports, conferences, and accomplishment of desired results.

CIVIL SERVICE MINIMUM QUALIFICATIONS: Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; possess and maintain a valid driver's license; and MUST be insurable by the City's insurance company.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE: High School diploma or (GED) equivalent with a minimum of one (1) year experience in current and long range planning, and/or zoning administration within a municipality.

REQUIRED DOCUMENTS: Applicant must provide proof high school diploma or degree in a related field or provide a valid copy of his/her transcript to verify coursework. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required.

(Job description with minimum requirements attached.)

INTERNAL APPLICANTS: Please contact Lekeisha S. Hill, Human Resources Generalist at Gautier City Hall or call 228.497.8000 or email to: lhill@gautier-ms.gov.

APPROVED by: _____

DATE: _____

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.



PLANNING TECHNICIAN

Department:	Planning Department	Pay Grade:	11 (Schedule 2080)
Reports To:	Planning Director	Exempt (Y/N):	N
Competitive (Y/N):	N		

SUMMARY:

This is entry-level paraprofessional work devoting a significant amount of time to routine administrative planning tasks. Incumbent provides technical assistance and information to staff, committees and the public in the administration of specific planning programs, areas or ordinances. Work is subject to general supervision of the Planning Director and is usually reviewed for accuracy upon completion; through reports, conferences, and accomplishment of desired results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

The position of Planning Technician will include, but is not limited to, the following duties:

- Perform routine office tasks in designated program areas, including data entry, file management, copying and answering telephone.
- Prepare narrative staff reports and recommendations of limited complexity, such as conditional use permits and variances.
- Research and compile information on a variety of planning and zoning issues from multiple sources.
- Prepare public notices or property owner verifications.
- Prepare reports, charts, tables of limited complexity.
- Attend public meetings, assisting other planning staff as appropriate.
- Attend and participate in professional group meetings; stay abreast and current of City Ordinances, Policies and Procedures, and adopted Codes as they pertain to Permitting, Planning, and Zoning.
- Acquire and maintain ASFPM Certified Floodplain Manager Certification.
- Assist in Floodplain Management as it pertains to FEMA and MEMA Community Assisted Visits (CAV) and the Community Rating System (CRS).
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Planning principles and practices, including pertinent specialties.
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Practices of research and data collection.
- Knowledge of effective writing techniques.
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
- Work on several projects or issues simultaneously.
- Work independently or in a team environment as needed.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



PLANNING TECHNICIAN

- Ability to concentrate, perform accurately and work under stress of deadlines.
- Ability to react to change productively and handle other tasks as assigned.
- Must be able to come to work promptly and regularly.
- Must maintain a valid driver's license.

SUPERVISORY RESPONSIBILITIES:

Supervise Administrative Clerk(s) in daily assigned tasks and duties.

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.

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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.

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

High School diploma or (GED) equivalent with a minimum one (1) year experience in current and long range planning, and/or zoning administration within a municipality.

REQUIRED LICENSES AND CERTIFICATES:

Must maintain a valid driver's license.

CIVIL SERVICE MINIMUM QUALIFICATIONS: (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

Post Date: June 17, 2019
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Screening Schedule

PLANNING TECHNICIAN **(Planning Clerk Department)**

Advertise June 17, 2019 – June 28, 2019
Post June 17, 2019
Cut-Off Date June 28, 2019
Eligibility List Compiled July 2, 2019
Applicant to Call (228) 497-2539 after 2:00 p.m. for Eligibility Determination
Interviews To be scheduled at a later date



City of Gautier
 Office of Human Resources
 3330 Highway 90 • Gautier, MS 39553
 228.497.8000/ (Fax) 228.497.8028
 Email: hr@gautier-ms.gov



**VERIFICATION OF PREVIOUS PLANNING TECHNICIAN
 WORK EXPERIENCE**

Note to Applicant: Complete this section and submit to your previous employer for verification of your work experience.

DATE: _____ POSITION APPLIED FOR: _____
 TO: _____ FROM: _____
 (Applicant Name)
 COMPANY: _____ PREVIOUS NAME: _____
 (If applicable) _____
 ADDRESS: _____

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

_____ Social Security Number _____ Date(s) of employment _____
 Applicant Signature

Note to Previous Employer: Please complete the information requested below and mail directly or fax to:

**City of Gautier
 Office of Human Resources
 3330 Highway 90
 Gautier, MS 39553
 Fax: (228) 497-8028**

Date of Employment: _____ Last Date of Employment: _____

Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.

Employee's Position/Title	Briefly describe duties of position	Date employee began position	Date employee ended position	Indicate if Full-Time or Part-Time Status

Completed by: _____ Title: _____

Signature: _____ Date Completed: _____

CITY OF GAUTIER

3330 Hwy 90* GAUTIER, MISSISSIPPI * 39553-5124 * TEL: 228-497-8000 * FAX: 228-497-8028

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.

PLEASE PRINT OR TYPE * PROVIDE ALL INFORMATION REQUESTED

Position Applied For (list only ONE per application)		Date of Application	
Last Name	First Name	Middle Name	
HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)			
Daytime Phone #: _____		Evening Phone #: _____	
Email (if checked daily):			
Have you ever been employed with us before? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES:			
Are you a United States citizen? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Do you have a valid driver's license?		<input type="checkbox"/> NO <input type="checkbox"/> YES License #:	License State:
Are you employed now? <input type="checkbox"/> NO <input type="checkbox"/> YES Date available for work:			
Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES <i>(Conviction will not necessarily disqualify an applicant from employment)</i>			
If Yes, please explain.			
Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If Yes, please describe.			
Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If yes, please give name(s) and relationship(s).			

EDUCATION *If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

Describe any specialized training, apprenticeship, extracurricular activities and honors received

EMPLOYMENT EXPERIENCE *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request.. Resumes may be attached*

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

REFERENCES (Do not include relatives)

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby authorize the City to conduct any and all necessary background checks concerning my criminal record as may be necessary, and I understand the presence of a criminal record may prevent me from being hired.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of one year from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: _____ Date: _____