



## Hernando County, Florida BOCC Planning and Zoning Technician

<b>SALARY</b>	\$18.89 - \$30.59 Hourly	<b>LOCATION</b>	Brooksville, FL
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	14015
<b>DEPARTMENT</b>	Development Services	<b>DIVISION</b>	Zoning Division
<b>OPENING DATE</b>	07/30/2023	<b>CLOSING DATE</b>	8/4/2023 11:59 PM Eastern
<b>FLSA</b>	Non-Exempt	<b>BARGAINING UNIT</b>	TEAM

### Description

The Planning and Zoning Technician works closely with the public to provide customer service on planning and zoning issues. This position focuses on specialized technical work in the implementation of the County land development regulations, zoning ordinance, and comprehensive plan. Under general supervision, performs a variety of paraprofessional planning and zoning tasks in various locations, including basic intake and review of a wide variety of land use and development proposals or permits, inspections, basic file research, and file maintenance.

### Examples of Duties

- Serves as primary point of contact for planning and zoning questions and customer service.
- Receives and provides assistance with the coordination for intake with planning and land use permit applications.
- Researches and compiles information on a variety of planning and zoning issues.
- Provides technical assistance and information to staff and public in administration of specific planning programs and zoning ordinances.
- Provides support to professional staff by applying basic processes of Hernando County Land Use Ordinances, Comprehensive Plan, and other applicable regulatory guidelines for purposes of responding to land use proposals and public information inquiries.
- Reviews planning land use and zoning permit applications for compliance with code requirements.
- Completes routine field investigations to assure compliance with conditions contained in approved land use, conditional use, special exceptions, and variance permits.
- Performs routine administrative office tasks for designated program areas including file maintenance reviews, GIS coordination, inquiries from the public, copying documents, and providing information to the public.
- Assists with the completion of technical reports and compiles statistical reports.
- Provides assistance to other employees as assigned.
- Other duties as assigned.

### Emergency Response

County employees are required to report for work during a state of emergency and are subject to recall around the clock for emergency response operations which may include duties other than those specified in this job description.

### Typical Qualifications

### Education

Associates degree from an accredited college or university with planning, business, public administration, or related field.

### Experience

A minimum of (1) year experience in a general office setting with emphasis on customer service and familiar with operations of office equipment and computer applications.

*A comparable amount of experience may be substituted for the minimum educational requirements.*

### Licenses and Certifications

Possess and maintain a valid Florida Driver's License with a good driving record as defined by current insurance carrier.

### Required Competencies

- Knowledge of maps, planning and zoning requirements, and the ability to use/research statistical information.
- Problem solving skills to gather relevant information to solve vaguely defined practical problems.
- Extensive knowledge of Microsoft Windows Operating system and Microsoft Office suite products, including Excel, Microsoft Word; and other associated technology used in departmental operations.
- Knowledge of the principles and procedures of government budget preparation and fiscal reporting for complex state and federal grants.
- Knowledge of the Florida Statutes controlling record retention, travel, etc.
- Knowledge of budgetary fiscal record keeping, grant accounting requirements and contract procedures of County government.
- Knowledge of auditing methods, procedures and practices.
- Knowledge of County and departmental programs, objectives, procedures and policies.
- Ability to prepare clear and comprehensive reports and deliver verbally and in written form.
- Ability to establish and maintain effective working relationships with departmental staff, County officials, and other county employees.
- Ability to communicate effectively with others.

## **Supplemental Information**

### Physical Abilities

Operate computer equipment, good hearing, and good vision.

### Environmental Conditions

Employee will work inside and closely with others.

*Hernando County Board of County Commissioners (BOCC) is an Equal Employment Opportunity Employer and does not discriminate on the basis of sex, race, color, religion, gender, orientation, national origin, age, marital status, veteran status, genetic information, pregnancy, disability, or any other protected characteristics as defined by law.*

*Hernando County is a Drug-Free workplace. All employees are subject to drug testing in accordance with Federal and Florida State Law.*

*Applicants requiring reasonable accommodations as defined by the Americans with Disabilities Act, must provide notification to BOCC in advance to allow sufficient time to provide an accommodation.*

## **Benefits**

Join our team!

Our benefits are designed to enhance your work and life balance, as well as the community we serve.

Hernando County offers a comprehensive benefits package to eligible employees including health care, dental, vision, Florida Retirement System (FRS), voluntary deferred compensation plans, flexible spending accounts, life insurance, long-term disability, holidays, and paid time off plans.

To learn more details, visit our benefits page: <https://www.hernandocounty.us/departments/departments-f-m/human-resources/benefits>

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**Agency**

Hernando County, Florida BOCC

**Address**

15470 Flight Path Drive

Brooksville, Florida, 34604

**Phone**

(352) 754-4817  
3527544013

**Website**

<https://www.hernandocounty.us/home>

## Planning and Zoning Technician Supplemental Questionnaire

**\*QUESTION 1**

**What is your highest level of education?**

- High School Diploma or GED
- Associates
- Bachelors Degree
- Masters Degree
- Doctorate
- Technical School

**\*QUESTION 2**

**Do you possess a valid Florida Driver's License in good standing?**

- Yes
- No

**\*QUESTION 3**

**Do you have a a minimum of one (1) year experience in a general office setting with emphasis on customer service?**

- Yes
- No

**\*QUESTION 4**

**Are you familiar with operations of office equipment and computer applications?**

- Yes

No

**\*QUESTION 5**

**Do you have knowledge of maps, planning and zoning requirements, and the ability to use/research statistical information?**

Yes

No

**\*QUESTION 6**

**Do you have extensive knowledge of Microsoft Office Windows Operating system and Microsoft Office suite products including Excel and Word?**

Yes

No

**\*QUESTION 7**

**Do you have knowledge of the principles and procedures of government budget preparation and fiscal reporting for complex state and federal grants?**

Yes

No

**\*QUESTION 8**

**Do you have the ability to prepare clear and comprehensive reports and deliver verbally and in written form?**

Yes

No

**\*QUESTION 9**

**Do you have problem solving skills to gather relevant information to solve vaguely defined practical problems?**

Yes

No

**\*QUESTION 10**

**Do you have the ability to create and maintain good working relationships with officials, contractors, other employees and the general public?**

Yes

No

**\* Required Question**