



CHAFFEE COUNTY GOVERNMENT

POSITION TITLE: Planning and Code Compliance Technician

DEPARTMENT: Planning & Zoning

SALARY RANGE: \$49,000 to \$62,000, annually, depending on qualifications.
Benefits include health insurance, retirement plan, disability, paid leaves and holidays.

FLSA STATUS: Full time, Non-Exempt

POSITION SUMMARY:

The Planning and Code Compliance Technician is a unique role that combines core responsibilities for Chaffee County's Planning Department into a key position that serves daily operational needs as well as contributes to its long-range, over-arching goals. The incumbent will be responsible for a wide range of technical duties within the Planning Department, including intake and processing of land use applications, providing public-facing technical assistance and customer service, public noticing and information dissemination, and fulfilling office support services. The position also supports compliance of zoning and land use regulations and permit requirements.

As a Planning and Code Compliance Technician with Chaffee County, you will work in a fast-paced, public-facing environment with considerable opportunity to showcase your technical and interpersonal skills. You will be an essential part of a team focused on the processing and review of land use applications, maintenance of records, correspondence, and other documents. You will respond to inquiries related to easements, rights-of-way, zoning, land use code, short-term rentals, plan amendments, and other property-related questions. You will also be responsible for assisting the Planning department and Legal team in ensuring compliance with Federal, State, and local laws and codes, investigating complaints, and working with the public to address such issues in an efficient and effective manner.

This is a multi-faceted position that will exercise your organizational, communication, customer service, and process management skills. This position will require the ability to triage multiple simultaneous priorities and address recurring assignments as well as special projects.

Chaffee County offers an environment where work-life balance is understood, valued, and encouraged. On-the-job training and formal education opportunities are available to help you expand your skills and remain current in the field's best practices.

You will work in a vibrant, dynamic rural county setting with abundant, world-class natural amenities, public lands, a wealth of outdoor activities, agriculture, Western history, and a strong, active, and purpose-driven community.



CHAFFEE COUNTY GOVERNMENT

ESSENTIAL DUTIES and RESPONSIBILITIES:

The following is an outline of the essential functions of the job and does not include other duties that may be required.

Planning Technician Duties

- **Planning Process Coordination**
 - The Planning and Code Compliance Technician is responsible for essential tasks related to the initial intake, review scheduling, public noticing as required, and document management of land use applications, as well as tracking of their status and outcomes. This position also manages public comments and input from internal and external agencies received for land use applications.
- **Select Land Use Application Review**
 - The Planning and Code Compliance Technician may be responsible for processing select land use applications as assigned, including Boundary Line Adjustments, Plat Amendments, and Subdivision Exemptions, as well as other administrative reviews.
- **Short Term Rentals**
 - The Planning and Code Compliance Technician is responsible for managing the County's Short-Term Rental (STR) permitting processes, including the review of STR applications, administration, issuance, and denial of STR licenses, management of the STR waitlist process and software programs, and providing input on the County's STR public information campaigns. This position also works to ensure code compliance with all STR laws and ordinances, including review of development regulations for STRs (i.e. height, setbacks, ingress and egress).
- **Special Event Permits**
 - The Planning and Code Compliance Technician is responsible for coordinating multi-department and external agency review of Special Event Permit applications, administering permits, and ensuring code compliance for Special Event Permit applications and execution.
- **Zoning Sign-Offs**
 - The Planning and Code Compliance Technician will provide Planning Department review and input on building permit applications to ensure compliance with Land Use Code requirements such as setbacks, plat notes, allowable uses, and open space.

Code Compliance Duties

- The Planning and Code Compliance Technician will be responsible for compliance support with Land Use Code and local policies, including:
 - Receiving, reviewing, investigating, and, as applicable, initiating compliance measures regarding code violations.
 - Performing assigned paralegal functions associated with enforcing the Chaffee County Land Use Code and local resolutions and ordinances.



CHAFFEE COUNTY GOVERNMENT

- Conducting field inspections, investigating and documenting violations, and seeking resolution for non-compliance.

Administrative Duties

- Serves as initial point of contact for the Planning department, addressing general questions from the public via phone, email and walk-ins
- Assists with digitization of departmental records and document archives.
- Serves as secretary for various County boards and commissions, including the Planning Commission, Board of Adjustment, and Departmental meetings, managing meeting agendas, packets, public hearing-related documentation, and formal minutes.
- Serves as departmental liaison for various County board and commission meetings to assist with internal communications and coordination.

QUALIFICATIONS :

- **Minimum education:** High School diploma or GED equivalent. Bachelor's degree, Associates degree + professional experience, or equivalent preferred.
- **Certificates or licenses:** Valid Colorado drivers license.
- **The ideal candidate will have:**
 - The ability to apply technical knowledge and common sense to address planning issues in a rapidly-growing community;
 - Self-direction and strengths as an independent contributor, grounded in shared team goals and departmental mission;
 - Outstanding organizational, written and verbal communication, and interpersonal skills;
 - Well-honed project management skills with exceptional attention to detail;
 - Proven ability to adeptly manage multiple projects and multiple priorities concurrently, with a consistent commitment to community-oriented public service;
 - Creativity with problem solving skills in developing positive solutions for regular challenges as well as unanticipated issues;
 - Proficiency with word processing and basic digital data management programs, such as Microsoft Word/Google Docs, Microsoft Excel/Google Sheets, and Microsoft PowerPoint/Google Slides; and
Strong word processing skills, including the ability to type 65+ words-per-minute.
- **Special training or experience:** A minimum of two years of experience providing direct customer service in an in-person office setting, or an equivalent combination of education and experience.

REPORTING RELATIONSHIPS:

- **This Position Reports to:** Head of the Planning Department
- **This Position has supervisory and/or management responsibility for:** None.



CHAFFEE COUNTY GOVERNMENT

EQUIPMENT USED:

- Computers, telephones, scanner, printer, copier, fax machine, and other related office equipment.
- Possible use of County vehicle.

PHYSICAL REQUIREMENTS:

- Ability to conduct activities involving substantial standing and sitting.
- Ability to lift and/or carry burdens weighing up to 25 lbs. on a frequent basis.
- Ability to grasp and manipulate office equipment, record books, and similar other tools and materials.
- Ability to conduct activities involving climbing, stooping, kneeling/bending, crouching, twisting, and reaching on a moderate basis.
- Ability to participate in routine conversation in person or via telephone, and distinguish telephones, printers, computers and other auditory tones.
- Ability to work on computers for significant amounts of time.

ENVIRONMENTAL CONDITIONS:

- The majority of this position's duties are performed within a protected, indoor office environment. The incumbent may be exposed to noise, mechanical and electrical, and other related hazards associated with an office environment. The incumbent may be exposed to seasonal conditions including wet and/or humid and extreme temperature changes on an occasional basis.
- Due to the nature of the role, the position requires in-person office-based presence; partial remote work may be considered in limited circumstances.
- Standard hours are Monday-Thursday, 7:00a-5:30p. Incumbent may be required to work evenings and/or Friday hours on occasion.