
JOB DESCRIPTION

Position Title: Assistant Planner/Permit Technician

Salary: \$20/hour with increases for excellent job performance or increased responsibilities.

Job Summary: Hometown Planning, a private company providing contract land use planning and zoning administration services to cities, townships and counties in Minnesota, is accepting applications for an Assistant Planner/Permit Technician. Position is well-suited for remote/work from home and flexible work hours. Attendance at some evening meetings may be occasionally required. 20-40 hours/week depending on applicant desire and employer need.

Responsibilities include reviewing permit applications for compliance with local zoning regulations, assisting in the preparation of staff reports, public notices and other documents related to public hearings, researching and responding to public inquiries, assisting in ordinance enforcement, conducting site inspections, assisting in the development of comprehensive plans and ordinances, and other duties as assigned. A complete job description can be found at www.hometownplanning.com.

Qualifications: The ideal candidate will be detail-oriented, skilled at simplifying complex concepts through verbal and written communications, effective in balancing accuracy and efficiency in their time management, comfortable with working through conflict in a friendly and professional manner, able to navigate multiple and layered regulations, and willing to adapt as necessary to meet the unique needs of each client community. Experience with regulatory enforcement, customer service, writing technical documents and/or a working knowledge of construction or landscaping practices is beneficial, but not required.

Contact Information: Send resume, 2-3 references and cover letter explaining interest, qualifications and desired number of hours per week to: Hometown Planning, 324 Broadway Street, Suite 101, Alexandria, MN 56308. Interviews will begin June 14 and continue until filled.

Detailed Responsibilities:

1. Assist with various zoning administration tasks, including review of permit applications, background work related to enforcement of regulations, site inspections, organization and analysis of historical permit data and other tasks as needed.
2. Assist in the development of meeting agendas, public notices, staff reports and legal documents related to permit applications requiring public hearings.
3. Assist in research, analysis and writing related to the development of Comprehensive Plans.
4. Assist in research and writing related to the development or amendment of zoning, subdivision and other land use related ordinances.
5. Perform administrative office tasks as necessary and typical of a small office setting.
6. Build relationships and coordinate with staff and public officials in various communities to gather information and assist in zoning administration and land use planning activities.

Preferred Qualifications:

1. Willingness and desire to develop and make use of a wide variety of skills – from writing and research to public speaking to working with the public.
2. Experience or background in living in or working with small rural communities (populations 100-10,000 or more).
3. Knowledge and ability to research, assemble and analyze data from a variety of sources.
4. Excellent analytical, writing and communication skills.
5. Ability to work with community staff, permit applicants, development professionals and the general public in a friendly, positive and helpful manner.
6. Experience with regulatory enforcement, customer service, writing technical documents and/or a working knowledge of construction or landscaping practices.
7. Willingness and desire to go beyond expectations.
8. Proficiency with Microsoft Office, Excel or similar applications and data research.
9. Ability to manage time and work effectively and efficiently.
10. Willingness and ability to provide thoughtful, pragmatic and professional assistance to communities tailored to their unique social, economic and political characteristics.

Job details:

1. Minimum 20 hours per week with possibility for additional time as available, desired and needed. Office space is available at Hometown Planning's Alexandria, MN location but it is anticipated that most work could be conducted remotely.
2. Starting salary - \$20/hour or higher depending on experience.
3. Specific work schedule can be flexible to accommodate the individual although some work will involve specific deadlines.
4. Some work may involve day travel to communities throughout Central, North Central and West Central Minnesota. Valid drivers license and your own dependable vehicle required.
5. Opportunity to build excellent real-world skills applicable to a wide variety of public, not-for-profit or for-profit positions. Depending on company needs and individual interest, position will provide experiences applicable to a variety of fields – including public administration, land use planning, political science, regulatory administration and natural resource management.
6. Opportunity to build relationships with a variety of city, county and township officials as well as other state and local government organizations (i.e. League of MN Cities, Association of MN Counties, MN Association of Townships, MN Department of Natural Resources, MN Pollution Control Agency, local Soil and Water Conservation Districts, etc...).
7. Depending on need of company, excellent growth opportunities for the right individual.