

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Licensing Technician
DEPARTMENT: Planning & Land Management
REPORTS TO: Director of Planning & Land Management
FLSA STATUS: Exempt

SUMMARY: This is an administrative position in the Planning & Land Management Department assisting in the licensing, zoning, and permitting processes associated with land use and development in Garrett County. This position offers unique opportunities to gain diverse, entry-level experience in the planning and zoning profession.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Review new vacation rental property applications
2. Perform site inspections to ensure compliance with associated ordinances.
3. Respond to complaints and follow up on violations involving the Unsafe Structures Ordinance, Minimum Livability Code and Junkyard Ordinance.
4. Maintain the records of existing applications
5. Track permit and zoning information
6. Enter data into multiple web-based platforms
7. Organize existing data.
8. Assist with the Department's planning efforts.
9. Accept applications for building and zoning permits.
10. Schedule building inspections.
11. Covers duties of other staff in division when necessary.
12. Other duties as assigned.

QUALIFICATIONS:

Strong clerical skills, including data entry and document organization; Ability to understand principles and practices of zoning ordinances, comprehensive development plans, and related State laws; the ability to understand and look up local laws and the ability to implement and enforce these laws including the Building Code, Zoning Ordinances, Subdivision Ordinance, Floodplain Ordinance, and others; ability to meet with the public; and complete onsite inspections;

EXPERIENCE and/or EDUCATION:

- High school diploma or equivalent
- Proficient Microsoft Office computer skills, including Excel, with the ability to calculate proportions/percentages, discounts, etc.
- Proficient with typing skill
- Ability to prioritize workload and identify and focus on areas of significant impact
- Ability to work with a team in a fast-paced environment with limited margin for error
- Friendly, professional, helpful, and customer-service oriented demeanor
- Comfortable with making and taking phone calls
- Exhibits an eagerness to learn new tasks and take on additional responsibilities

ADDITIONAL QUALIFICATIONS (Not required but highly beneficial):

Knowledge and experience computer mapping applications
Experience with data analysis
Meeting facilitation

Minute taking experience

LANGUAGE SKILLS:

Ability to communicate clearly, verbally, and in writing with other employees and the public is required.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical functions relating to Plans review is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

PHYSICAL DEMANDS:

No strenuous physical demands are essential to perform the tasks of this position.

WORKING ENVIRONMENT:

Responsibilities are performed within typical office facilities with some field inspections required.