

BUTTE COUNTY EQUALIZATION & PLANNING

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Butte County Equalization & Planning has an immediate opening for a Planner

Date Posted: 08/15/2022

Deadline: Opened until filled

Hours: Part-time position 29 hrs per week M-F

DESCRIPTION:

The role of the Planner is to facilitate the planning process, work with subdividers, and prepare proposals for the Planning Commission.

Duties will include assisting the public with mapping, 911 addressing, building and septic permitting, and flood plain management.

Duties will also include assisting the office staff with the public as needed.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow other instructions or perform other related duties, as may be required.

EXPERIENCE OR EDUCATION PREFERRED:

- High school diploma required.
- Experience with typical office software such as Word, Excel, and Outlook.

PHYSICAL REQUIREMENTS:

- Must be able to frequently sit, walk, stand, bend, kneel, stoop, reach and lift, push or pull, and the ability to type, write, use a calculator, and answer the telephone.
- Upper body strength is a requisite to lift/move a maximum of 20 lbs. unassisted and lift/move a maximum of 50 lbs. with assistance.
- Ability to communicate effectively orally and in writing.

Applications may be picked up at the Butte County Administrative Building located at 117 5th Avenue, Belle Fourche, SD 57717.

A completed Butte County Application and/or Resume will be accepted. Competitive wages and excellent benefits are available to the qualified applicant. Preference will be given to Butte County residents, but any non-resident wishing to apply for employment in Butte County is encouraged to do so.

Butte County is an equal opportunity affirmative action employer.