**VACANCY**

**POSITION TITLE:** **PLANNING TECHNICIAN**

**DEPARTMENT: GROWTH MANAGEMENT**

**POSITION NO.: 21-0025**

**MINIMUM STARTING SALARY: $31,573.57**

The City of Lake City is accepting applications for a position involving highly responsible activities assigned to the planning & zoning, building, and community development in the Department of Growth Management.

The ideal candidate must be able to provide technical assistance and information to staff and the public in the administration of specific planning-related programs and ordinance. This candidate will review building plans and zoning permit applications to assure compliance with requirements. He/ She will perform routine office tasks in designated program areas, including data entry, file management, copying, answering telephone and responding to e-mails. Candidates must be able to research and compile information on a variety of planning issues from multiple sources. The candidate will prepare public notices or property owner verifications. He/ She will be expected to prepare maps, charts, tables of limited complexity; investigate violations of planning regulations and ordinances, including site visits. The Planning Technician will attend public meetings, assist other planning staff as appropriate, and review parcel legal descriptions as well as other related job duties.

Minimum qualifications:

Applicant must have a high school diploma or general education diploma with two years’ experience in planning & zoning or a comparable field. Applicant must possess a valid Florida Driver’s license.

Applicants can apply online at [www.lcfla.com](http://www.lcfla.com) or applications may be obtained from and returned to Human Resources, City Hall, 205 N Marion Avenue, Lake City, FL 32055.

**The City of Lake City is an EEO/AA/ADA/VP employer.**

**Women and Minorities and Bilingual Speakers Are Encouraged to Apply**.

 **THIS VACANCY WILL CLOSE ON FRIDAY, JUNE 18, 2021 @ 4:30 PM.**

POS ID# 03-0227

Posted: 4/8/2021

 Posted: 6/4/2021