

## JOB OPENING

Department:	Planning and Development
Position:	Planning Technician
Qualifications:	Associates degree with two years of office experience, or equivalent combination of work experience and training
Duties and Responsibilities:	Detailed position description attached
Pay:	\$17.41/hour, Part-Time Typically 21.75 hours per week
Benefits:	Paid vacation, sick days, personal days, retirement plan

### How to Apply:

Applicants who wish to apply will need to fill out the application for employment found on the Mifflin County webpage, found here:

<http://www.co.mifflin.pa.us/Pages/Job-Opportunities.aspx>

Submit Employment Application, Cover Letter, and Resume to Chief Clerk Cathy Romig at [cromig@mifflinco.org](mailto:cromig@mifflinco.org)

## Mifflin County Position Description

**Position Title:** Planning Technician  
**Date:** February 2023  
**Grade:** 5

**Department:** Planning & Development  
**Reports to:** County Planning Director

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### Purpose of Position

The Planning Technician performs professional work in conducting planning activities and special projects in the planning and development department. Primary responsibilities include file and data base maintenance, data collection and analysis, word processing, report preparation, data interpretation and presentation. Work performed is under the supervision of the Planning Director.

### Essential Duties and Responsibilities

**The following duties are normal for this position and these are not to be construed as exclusive or all-inclusive, as other duties may be required and/or assigned:**

Performs visitor and telephone reception and other clerical duties in the absence of the secretary.

Maintains current mailing lists and telephone numbers for various committees, local government officials, and other frequent contacts.

Process monthly subdivision and land development plans that are reviewed by the County Planning Commission. This activity includes data entry into the plan tracker program, collecting payments, depositing funds received and developing monthly reports.

Formats and types various letters and reports.

Sorts, records, and files documents, which includes opening, and processing mail.

Organizes and maintains office files, including sorting and indexing office correspondence and material.

Updates the Department portion of the County web page.

Updates the County Directory every other year.

Works with the staff in updating and preparing the Annual Report for the County Planning Commission.

Assists other Department staff with data analysis and research needed for grants and reports.  
Attends Department and Planning Commission meetings as necessary as well as notifies members in advance of meetings.

Able to react productively to change, and perform other job related duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate degree with two years of office experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Proficient in desktop publishing (Publisher and Word) and database management (Excel and Access).

### **Minimum Physical Abilities and Mental Required to Perform Essential Job Functions**

#### **Physical and Mental Requirements**

Ability to operate a variety of office equipment including, computer, calculator, telephone, etc.  
Must possess ability to record, convey and present information, explain procedures and follow instructions.

Must be able to sit for long periods throughout the workday, with intermittent periods of moving, reaching, or driving as necessary to carry out essential job duties.

Dexterity requirements range from coordinated movements of fingers/hands to ambulatory functions, as necessary to carry out essential job duties.

Sedentary work, with occasional lifting/carrying of objects with maximum weights of thirty pounds.

Must be able to pay close attention to details and concentrate on work.

#### **Mathematical Ability**

Ability to add, subtract, multiply, divide and related math functions.

## **Language Ability and Interpersonal Communication**

Ability to use prescribed formats and conforming to all rules of punctuation, grammar diction and style.

Ability to record and deliver information, explain procedures, and follow instructions.

Ability to effectively communicate verbally and in writing with general public.

Ability to maintain confidentiality in regard to employee and office information and records.

Ability to speak and write English effectively.

Ability to type from clear copy or rough draft at a reasonable rate of speed.

Ability to understand and follow simple oral and/or written instructions.

Ability to communicate in an appropriate manner and get along well with others.

Ability to make minor decisions using good judgement and in accordance with established policies.

Ability to understand and follow complex oral and/or written instructions.

## **Environmental Adaptability**

Works indoors in adequate work space, lighting, temperatures and ventilation.

Normal indoor exposure to noise, disruptions and stress.

Normal indoor exposure to dust/dirt.

*Mifflin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*