

**BIG HORN COUNTY LAND PLANNING
LAND PLANNER/GIS MANAGER JOB DESCRIPTION**

The Land Planner/GIS Manager is responsible for carrying out the following duties in the Land Planning Department:

Office Administration

- Employee supervises support staff (Planning Technician).
- Employee assists the County Commissioners and the County Clerk in the development, implementation and monitoring of the annual budget for the Department.
- Employee reports on departmental activities to the County Commission during regular meetings.
- Employee ensures that the Department is operating in a clean, professional and efficient manner.
 - o Hardcopy and digital media are stored properly.
 - o Office equipment and furniture are in working order.
 - o Office spaces are free of clutter and meeting space is available to converse with internal and external customers.
 - o Employee ensures that Department resources are available to support the public during regular business hours.

Land Planning

- Employee develops and maintains process consistency for development activities (addressing, septic system inspections, subdivisions, development/floodplain development permitting, etc.)
- Employee issues addresses for unincorporated areas of the County.
- Employee oversees permitting of proposed development in the county.
- Employee administers the County's Flood Damage Prevention Regulation (floodplain permitting).
- Employee administers the County's subdivision regulations.
 - o Receives and reviews all subdivision applications/proposals and works directly with applicants throughout the subdivision process.
 - o Works with the Planning and Zoning Commission to review subdivision plans and provide recommendations to the County Commission.
 - o Leads and advises the Planning and Zoning Commission with updates to the subdivision regulations.
 - o Monitors subdivision planning, permitting and construction to ensure compliance.
- Employee oversees the issuance of septic permits.
 - o Employee serves as the local Delegated Official for the permitting of small wastewater systems in unincorporated areas of the County and updates the Delegation Agreement between the County and the Wyoming Department of Environmental Quality (DEQ) as required.
 - o Employee reviews septic permit applications and designs submitted by property owners, system installers and engineers to ensure that all proposed facilities comply with the DEQ guidelines for wastewater treatment facilities.
 - o Employee issues permits for septic system construction to those applicants with acceptable system plans, conducts on-site inspections and documents/records newly installed facilities.
 - o Employee conducts research to identify historical permits and designs that may have been in place before the county held a delegation agreement with the Wyoming DEQ.
- Employee serves as a resource to the public and the Planning and Zoning Commission to identify, track and resolve land issues and problems as they relate to Planning and Zoning functions.
- Employee represents the interests of the County in the development of federal land use plans.
- Employee works closely with municipal officials to foster positive working relationships and encourage consistency with development, addressing, etc.

- Employee updates and maintains the web pages for the Land Planning Office on the County's website, including updated applications/forms/regulations, planning and zoning meeting minutes and related information.
- Employee maintains knowledge of pertinent federal, state and local laws, codes, rules and regulations.
- Employee leads or assists in the update of or improvement to critical departmental planning documents (e.g., Land Use Plan, Subdivision Regulations and Flood Damage Prevention Regulation).
- Employee researches the development of zoning in areas similar to Big Horn County in preparation for the development of County zoning regulations.
- Employee attends monthly Local Emergency Planning Committee (LEPC) meetings.

GIS Management

- Employee maintains the County's GIS database and related files.
 - o Produces and updates spatial data layers (e.g., parcels, addresses, subdivisions and roads).
 - o Creates metadata for all spatial data layers.
- Employee performs analysis using spatial data layers to support County activities related to land planning and zoning.
- Employee provides GIS support to other departments and government entities (e.g., Assessor [parcel edits, agricultural determinations related to soils and production], Clerk [elections], Sheriff [e911, law enforcement]).
- Employee provides periodic data updates to the e911 mapping application in the Sheriff's Department.
- Employee trains other staff members in the use of GIS and maintenance of spatial data layers.
- Employee assists other county staff members in the general use of GIS software and spatial data pertaining to their area of interest.
- Employee researches new GIS techniques and technologies that may benefit the County.
- Employee reports US Census information and manages GIS data used for Census reporting.