



**City of Kemmerer, Wyoming  
Job Description**

<b>Position Title:</b> Zoning and Administrative Technician	<b>Effective Date:</b> July 1, 2026
<b>Department:</b> Administration	<b>FLSA Category:</b> Non-exempt
<b>Pay Grade/Range:</b> 7 \$27.03 – \$30.14/hour	<b>Level:</b> Full Time

*Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.*

**POSITION SUMMARY:**

Under supervision of City Clerk/Treasurer, performs a variety of technical duties in support of the City of Kemmerer’s administrative office, including but not limited to: planning and zoning, city permits and licensing, zoning code enforcement, utility payments, accounts payable, payroll, and grant administration; support and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions; provides backup clerical support to police, courts, and utility billing; provides support for impact funding applications and reports.

**ESSENTIAL TASKS OF THE JOB:**

*Planning, Zoning, Permits, and Licensing*

- Performs a variety of field and office work in support of the City’s local zoning, planning, and permitting programs; supports compliance with City regulations and ordinances including those pertaining to zoning, land use, building permits, and city licensing.
- Prepares reports, staff summaries, and documentation for zoning board meetings.
- Prepares and distributes zoning board agenda packet.
- Attends required meetings and prepare, review, and edit meeting minutes, including Zoning Board minutes, ensuring accuracy and readiness for approval and signature as the official record. Supports the Zoning Administrator (City Administrator) and Zoning Board as needed, including assisting in running Zoning Board meetings.
- Assists in the review of zoning permits, land use applications, site plans, and subdivision applications for completeness and compliance with applicable regulations and city code.
- Provides information to the public, developers, and property owners regarding zoning codes, land use policies, and application procedures.
- Maintains and updates planning records, maps, and databases, including GIS data when applicable.

- Conducts basic research on land use issues and ordinances.
- Assists with inspections to verify compliance with zoning regulations.
- Assists in writing zoning code, conditional and special permitted use permits, and other code.
- Properly processes and files all zoning related documents.
- As designated by City Administrator, receives, reviews and approves sign, driveway, fence, and other zoning-related permits.
- Makes personal contact with residents or businesses in order to resolve property violations; issues, and posts warning notices and related documentation for code violations.
- Receives, reviews, and processes building permit applications for completeness and compliance with applicable codes and regulations.
- Calculates permit fees in accordance with established fee schedules; assists with the review and analysis of permit fee structures and provides recommendations for fee adjustments as appropriate.
- Issues permits once all approvals and requirements have been met.
- Maintains accurate records of permits, inspections, and related documentation including tracking deadlines and ensure required materials are submitted.
- Schedules inspections and coordinate with inspectors and applicants.
- Interprets basic building codes, zoning regulations, and municipal ordinances to assist customers.
- Responds to inquiries and resolve routine issues related to permits and inspections.
- Receives, reviews, processes, and issues new business license applications; administer and process annual business license renewals; and maintain accurate licensing records.

#### Administrative Duties

- Maintains appropriate level of supplies in the City Clerk-Treasurer's office and order new supplies as needed.
- Performs notarial services as required.
- Assists in administrating grants.
- Provides backup support for the court clerk.
- Performs related administrative duties and responsibilities as assigned to support efficient department operations.
- Cross-trains in related areas to maintain adequate office coverage and function.

#### Accounts Receivable/ Accounts Payable

- Receives money personally, in the mail, and over the phone and issues appropriate receipts.
- Enters accounts payable purchase requisitions, invoices, and credit card transaction logs into the Caselle financial system; review reports and supporting documentation to verify accuracy and ensure proper data entry.
- Acts as back up for balancing daily cash drawer and updating cash receipting to the general ledger.

#### Payroll

- Collects and verifies timesheets.
- Enters employee information and payroll data into Caselle accounting software.
- Answers employees' questions and concerns regarding payroll.
- Calculates payable hours, bonuses, taxes, and deductions.

- Calculates and enters comp time and executive leave.
- Calculates and pays payroll transmittals.
- Processes new employees, promotions, and terminations.
- Issues and delivers payroll vouchers detailing earnings and deductions.
- Investigates and resolves payroll discrepancies.
- Maintains and updates payroll records.
- Prepares payroll reports.
- Assists with and serve as backup for the preparation and filing of quarterly IRS reports.
- Assists with and serve as backup for the preparation and filing of quarterly Workers Comp and Unemployment reports.

### Customer Service

- Greets customers in a friendly manner in person and on the phone.
- Maintains professionalism by exercising tact, diplomacy and courtesy at all times.
- Screens calls, visitors, and mail and, if needed, route to the proper person or department.
- Posts advertisements, public relations announcements, and customer service information on web site and social media.

### **SUPERVISION RECEIVED:**

- Receives job functions and duties from the City Clerk-Treasurer.

### **WORKING CONDITIONS/ENVIRONMENT:** *(The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job.)*

- While performing the duties of this job the employee may work with and around others.
- The employee frequently works indoors.
- The noise level in the work environment is usually moderate.
- May travel to various locations throughout the City of Kemmerer.

### **PHYSICAL AND MENTAL CONDITIONS:** *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.)*

- Must be physically able to perform all duties of a Zoning and Administrative Technician.
- Must possess ability to record, convey and present information, explain procedures and follow instructions both verbally and in writing.
- Constantly required to sit, stand, walk, talk, hear, write, keyboard and read. The employee is frequently required to reach with hands and arms, use hands to finger, write and drive a vehicle.
- Frequently works with time constraints, occasionally with flexibility and attentiveness intensity. Guidance, reinforcement, and co-worker support are available.
- Mathematics is frequently used/required on the job.
- Must be able to pay close attention to details and concentrate on work.
- Infrequently required to lift/ and/or move up to 40 pounds.
- Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.
- Frequently has routine workflow and attentiveness duration.
- Constantly involved in social interactions which frequently require oral and written communication.

## **QUALIFICATIONS:**

### **Ability to:**

- Interpret and apply applicable codes, ordinances, and regulations related to zoning, planning, and buildings.
- Work with building inspector on building projects.
- Inspect and identify violations of applicable codes and ordinances.
- Respond to inquiries, complaints, and requests for service in a fair and tactful manner.
- Maintain records and files.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Read, understand, and communicate information presented in writing. This includes writing technically, accurately, and with professional level grammar and spelling.
- Work within time constraints.
- Manage multiple tasks and projects.
- Relate with co-workers, the public, and city officials in a friendly cooperative manner.
- Plan and schedule work effectively.
- Problem solve and think critically.
- Maintain composure and be professional when dealing with upset customers.
- Make arithmetic computations using whole numbers, fractions, percentages and decimals.
- Calculate sales tax and sanitation bills.
- Understand and carry out instructions furnished in written, oral, or diagram form.
- Deal with problems involving several concrete variables in standardized situation.
- Travel out of town to seminars and training.
- Maintain a high degree of confidentiality.
- Read and interpret procedure manuals, resolutions and ordinance documents.
- Pay strong attention to detail and demonstrate accuracy and thoroughness in completing assigned duties.

### **Work experience, education, preferences, and other requirements:**

#### **Work Experience, Education and other Requirements**

- High school diploma or equivalent.
- Two years related on-the-job experience or associates degree or an equivalent combination of education or work-related experience.
- Ability to type 55 net wpm.
- Ability to 10-key at 10,000 KPH speed with 98% accuracy.
- Experience working with computers, calculators, cash registers, word processing, spreadsheets, social media, web sites, telephones, e-mail software, and search engines.
- Experience with Microsoft Office and Google Office; particularly word processing and spreadsheets.
- Two years' experience working with the public.
- A valid Wyoming Class C Driver License. (If valid from another state must attain a Wyoming License within 30 days of hire.)
- Must pass a background check and be clear of criminal charges that would have resulted in prison time or felonious convictions.

#### **Work Experience and/or Education Preferred**

- One year planning and zoning experience, municipal permitting and zoning code enforcement.
- Two Years' Microsoft Office and Google Office experience; particularly word processing and spreadsheets.
- One year finance and accounting.
- One year Caselle software.
- One year payroll.
- Associates degree in related field.
- Progress toward AICP certification.

**TOOLS AND EQUIPMENT USED:**

- PC Computer, software and printer
- Copier/Scanner/Fax Machine
- Telephone/Cell Phone
- Calculator/10 Key Adding Machine
- Postage Machine
- Automobile
- Comb Binding Machine
- Cash Register

<p><b>Incumbent Signature:</b></p>    <p><b>Date:</b></p>	<p><b>Supervisor Signature:</b></p>    <p><b>Date:</b></p>
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