



**City of Kemmerer, Wyoming
Job Description**

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

POSITION SUMMARY:

Under supervision of the City Clerk/Treasurer, performs a variety of technical duties in support of the administrative office, including: utility payments, accounts payable, and payroll. Serves as a resource to residents and businesses on City regulations on permits, licensing, and zoning code and provides enforcement. Also provides backup clerical support to police, courts, and utility billing.

ESSENTIAL TASKS OF THE JOB:

Administrative Duties

- Performs notarial services as required.
- Assists in administering 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 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.

Payroll

- Assist in processing bi-weekly payroll
- 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.

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, documentation and agenda packet for zoning board meetings.
- Attends required meetings and prepares, reviews, and edits meeting minutes, ensuring accuracy and readiness for approval and signature as the official record.
- Maintains and updates planning records, maps, and databases, including GIS data when applicable.
- As designated by City Administrator, receives, reviews and approves sign, driveway, fence, and other zoning-related permits.
- Receives processes and issues building permit applications for completeness.
- Maintains accurate records of permits, inspections, and related documentation including tracking deadlines and ensuring required materials are submitted.
- Schedules inspections and coordinates with inspectors and applicants.
- Receives, reviews, processes, and issues new business license applications; administers and processes annual business license renewals; and maintains accurate licensing records.

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.)

- 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 an Administrative and Planning Technician.
- 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.
- Infrequently required to lift/ and/or move up to 40 pounds.

QUALIFICATIONS:

Ability to:

- Interpret and apply applicable codes, ordinances, resolutions, 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.
- Read, understand, and communicate information presented in writing. This includes writing technically, accurately, and with professional level grammar and spelling.
- 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.
- Deal with problems involving several concrete variables in standardized situation.
- Maintain a high degree of confidentiality.

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.
- Experience with Microsoft Office and Google Office; particularly word processing and spreadsheets.
- Two years' experience working with the public or customers.
- A valid Wyoming Class C Driver License. (If valid from another state must attain a Wyoming License within 30 days of hire.)

Work Experience and/or Education Preferred

- Finance and accounting.
- Payroll.
- Associates degree.
- Planning and zoning experience, municipal permitting and zoning code enforcement or equivalent in business environment.

TOOLS AND EQUIPMENT USED:

- PC Computer, software and printer
- Copier/Scanner/Fax Machine
- Telephone/Cell Phone
- Calculator/10 Key Adding Machine

Essential competencies of this job are described under the headings above. 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.

Incumbent Signature: Date:	Supervisor Signature: Date:
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