



CUSTER COUNTY

Planning Technician

Looking for work with daytime hours, no weekends, and most holidays off?

This full-time Planning Technician position offers paid leave, a comprehensive benefits package, and opportunities for professional growth in planning, permitting, inspections, GIS, and county technology systems.

The Custer County Planning Department is accepting applications for a full-time Planning Technician. The ideal candidate will be detail-oriented, organized, and technically proficient, with the ability to balance customer service, permit administration, field inspections, records management, and planning-related projects. This position plays an important role in supporting the growth and development of Custer County by assisting with land use planning, permit processing, wastewater and approach inspections, public assistance, and the County's expanding Geographic Information System (GIS).

The successful candidate will enjoy a variety of responsibilities, including both office and field work, while collaborating with property owners, contractors, surveyors, engineers, regulatory agencies, and other County departments. Experience with ArcMap, ArcGIS, or similar GIS software is preferred but not required. A background in planning, permitting, surveying, construction, engineering technology, public administration, or technology administration is highly desirable.

This is a full-time position with a Monday–Friday schedule (8:00 AM – 5:00 PM), starting at \$19.04 per hour (DOE), with a comprehensive county benefits package. The position reports to the Planning Director.

Position Description is available below and applications are available on the Custer County website at <https://www.custercountysd.com/employment/> or by contacting Amber Maidens, Human Resource Director, 420 Mt. Rushmore Rd., Custer, SD 57730. Phone: 605-673-8134. Applicants must complete and submit a Custer County application. Applications will be accepted until filled.

Custer County is an Equal Opportunity Employer.

POSITION TITLE: Planning Technician

REPORTING TO: Planning Director

SALARY: 19.04 + (DOE)

HOURS: 40 hours per week | 8:00 AM – 5:00 PM | M-F

LOCATION: Custer County Courthouse, Custer, SD

PURPOSE OF THE POSITION

The Planning Technician provides administrative, technical, and field support for the Custer County Planning Department. This position is responsible for permit administration, land use records management, wastewater and approach inspections, customer service, assisting with planning-related projects and the Geographic Information System (GIS) and serve as a liaison for departmental technology needs.

PRIMARY DUTIES AND RESPONSIBILITIES

- Process, review, and issue building, wastewater disposal, approach, and other development permits.
- Maintain permit files, inspection records, electronic databases, and planning-related documentation.
- Conduct preliminary and final inspections for wastewater systems, approaches, and other permitted activities.
- Support technology-related administrative functions, including software administration, electronic records management, technology inventory, budget planning assistance, and vendor coordination.
- Respond to public inquiries regarding planning regulations, permit requirements, land development, zoning, and property information.
- Provide customer service in person, by telephone, and through electronic correspondence.
- Maintain records retention and filing systems in accordance with County and State requirements.
- Collaborate with County departments, contractors, engineers, surveyors, regulatory agencies, and members of the public.
- Attend training and professional development opportunities related to planning, permitting, GIS, and inspections.
- Assist with maintaining GIS maps, parcel information, addressing, and other geographic data as the department's GIS capabilities continue to expand.
- Assist with GIS projects, mapping requests, and development of planning-related digital resources.

PHYSICAL REQUIREMENTS

- Must be able to sit, stand, walk, bend, kneel, and reach as needed.
- Manual dexterity is required for typing, data entry, report preparation, map review, and handling documents.
- Must be able to lift/move up to 25 lbs. unassisted.

- Must be able to safely operate a County vehicle and navigate uneven terrain while conducting inspections.

ABILITIES & SKILLS

- Strong organizational, analytical, and time management skills.
- Ability to prioritize multiple assignments while meeting deadlines and maintaining accuracy.
- Excellent verbal and written communication abilities.
- Ability to interpret maps, plats, legal descriptions, site plans, and technical documents.
- Strong customer service and problem-solving skills.
- Proficiency with Microsoft Office Suite and general office technology.
- Knowledge of permitting software, electronic records management systems, or technology administration is beneficial.
- Ability to learn specialized planning, permitting, GIS, and records management software.
- Strong attention to detail and accuracy in recordkeeping and data management.
- Ability to work independently and collaboratively with staff, elected officials, contractors, consultants, and the public.
- Experience with ArcMap, ArcGIS, or similar GIS software is preferred but not required.

EDUCATION & EXPERIENCE

- High school diploma or equivalent required.
- Associate degree or coursework in Planning, Public Administration, Business Administration, Geography, Surveying, Engineering Technology, Construction Management, Natural Resources, or a related field is preferred but not required.
- Experience in planning, permitting, inspections, construction, surveying, records management, GIS, local government, or a related field is preferred.
- Experience with ArcMap, ArcGIS, or similar GIS software is preferred.
- Background in technology administration, software implementation, database management, or information technology is beneficial but not required.
- Customer service experience is highly valued.
- Valid South Dakota Driver's License required or the ability to obtain one.

THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW OTHER INSTRUCTIONS AND PERFORM OTHER RELATED DUTIES AS ASSIGNED.