

## **PLANNER OPENING**

**Lincoln County, WY has an immediate opening for a Planner in the Office of Planning and Engineering. Eligible applicants must complete the application form available at [www.lcwy.org](http://www.lcwy.org) *Announcements, Job Opportunities* and attach a detailed resume. Lincoln County is an Equal Opportunity Employer. Applications will be accepted until the position is filled. Return completed applications and resumes to the Lincoln County Planning & Engineering Office, 520 Topaz Street Suite 109, Kemmerer, WY 83101 or email to [jwoodward@lcwy.org](mailto:jwoodward@lcwy.org). For more information, contact Planning Office at 307-885-4725.**

### **Planner**

#### **Salary**

\$44,000.00 to \$48,000.00/year depending on experience and qualifications

#### **Benefits**

Employer paid participation in State of Wyoming Retirement System, Employer paid family coverage for medical and dental insurance, Vacation Leave of eight hours per month begins to accrue after six months, and Sick Leave of eight hours per month begins to accrue with employment

#### **Position Description**

Provide professional project review for residential and commercial land use proposals. Provide information to the public regarding regulations and planning projects. Fill in for other planning staff as needed for office coverage and on site inspections. Other duties as assigned by Director or by the Board.

The county commissioners have been proactively participating in regional public lands planning with the State of Wyoming and the various federal agencies that manage most of the county's land area including USFS, BLM, BOR, USFWS and NPS. This position serves as the coordinator between these agencies and the Board for composing project comments and meeting attendance.

#### **Training and Experience**

B.S in planning or related field; and

Two years of progressively responsible experience in local government planning, resource planning or related field; or

Any equivalent combination of experience and training relevant to the abilities necessary to perform this job.

### **Licenses and Certifications**

A valid Wyoming Driver's License or the ability to obtain one and the ability to maintain insurability under the County's Vehicle Insurance Policy.

### **Physical Demands**

While performing duties the administrator is regularly required to sit, talk and hear in person, in meetings and by telephone; use hands to finger, handle, feel or operate computers or other standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. Project site inspections often require the ability to walk over uneven surfaces. The ability to lift equipment up to forty pounds is also required.

### **Lincoln County, Wyoming**

Most of the county offices are located in Kemmerer, where the job is currently located. Other offices are located in Afton, which is 95 miles away. Travel will be required to attend various agency planning meetings and workshops. The county's population is 18,000. The area of the county is over 4,000 square miles. Two thirds of the county is composed of BLM or Forest Service managed public lands with ample opportunities for outdoor activities such as hunting, fishing, ATV, snowmobiling, skiing, hiking and so on. Local schools and medical facilities are impressive for a rural setting. Cost of Living and Taxes are very favorable as well. The county tax base depends upon coal extraction, power generation and natural gas processing therefore it is essential to local residents that the war on fossil fuels be resolved through better coordination with federal agencies.

# APPLICATION FOR EMPLOYMENT

LINCOLN COUNTY PLANNING  
 520 TOPAZ STE 109  
 KEMMERER, WY 83101  
 (307-877-9056) X 2101

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Relative <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend <input type="checkbox"/> Other _____	

Last Name	First Name	Middle Name
Address	Number	Street
City	State	Zip Code
Telephone Number(s)	Social Security Number (Voluntary)	

Best time to contact you at home is ..... : ..... Am  
 Pm

If you are under 18 years of age, can you provide required  
 Proof of your eligibility to work? ..... Yes ..... No

I have you ever filed an application with us before? ..... Yes ..... No  
 If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? ..... Yes ..... No  
 If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? ..... Yes ..... No

Are you currently employed? ..... Yes ..... No

May we contact your present employer? ..... Yes ..... No

Are you prevented from lawfully becoming employed in this country  
 because of Visa or Immigration Status?  
*Proof of citizenship or immigration status will be required upon employment* ..... Yes ..... No

Date available for work \_\_\_/\_\_\_/\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:       Full-Time      (please indicate 1 2 3 shift)  
     Part-Time      (please indicate Mornings Afternoons Evenings)  
     Temporary      (please indicate dates available \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_)

Are you currently on "lay-off" status and subject to recall? ..... Yes ..... No

Can you travel if a job requires it? ..... Yes ..... No

## Education

	Name & Address of School	Course of Study	No. of Years Completed	Diploma Degree
<b>Elementary School</b>				
<b>High School</b>				
<b>Undergraduate College</b>				
<b>Graduate Professional</b>				
<b>Other (Specify)</b>				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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Describe any job-related training received in the United States Military.

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## Additional Information

### **OTHER QUALIFICATIONS**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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### **SPECIALIZED SKILLS**

(CHECK SKILLS/EQUIPMENT OPERATED)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Production/ Mobile Machinery (list)	<input type="checkbox"/> Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter WPM _____	<input type="checkbox"/> Shorthand WPM _____	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

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**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner; with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.  YES  NO

### **REFERENCES:**

1. \_\_\_\_\_ ( ) \_\_\_\_\_  
(Name) Phone #  
\_\_\_\_\_  
(Address)

2. \_\_\_\_\_ ( ) \_\_\_\_\_  
(Name) Phone #  
\_\_\_\_\_  
(Address)

3. \_\_\_\_\_ ( ) \_\_\_\_\_  
(Name) Phone #  
\_\_\_\_\_  
(Address)

## Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	<b>Employer</b> Address Telephone Number(s) Job Title <span style="float: right;">Supervisor</span> Reason for Leaving	<u>Dates Employed</u> From / To   <u>Hourly Rate/Salary</u> Starting / Final     	<b>Work Performed</b>    
2.	<b>Employer</b> Address Telephone Number(s) Job Title <span style="float: right;">Supervisor</span> Reason for Leaving	<u>Dates Employed</u> From / To   <u>Hourly Rate/Salary</u> Starting / Final     	<b>Work Performed</b>    
3.	<b>Employer</b> Address Telephone Number(s) Job Title <span style="float: right;">Supervisor</span> Reason for Leaving	<u>Dates Employed</u> From / To   <u>Hourly Rate/Salary</u> Starting / Final     	<b>Work Performed</b>    
4.	<b>Employer</b> Address Telephone Number(s) Job Title <span style="float: right;">Supervisor</span> Reason for Leaving	<u>Dates Employed</u> From / To   <u>Hourly Rate/Salary</u> Starting / Final     	<b>Work Performed</b>    

*If you need additional space, please continue on a separate sheet of paper*

List professional, trade, business or civic activities and offices held.  
 You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

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## Applicant's Statement

I certify that the answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

\_\_\_\_\_  
Interview Date

Employed  Yes  No Date of Employment \_\_\_\_\_

Hourly Rate/  
Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
Name & Title