

# **JOB ANNOUNCEMENT**

**POSITION:** Planning Technician  
**PAY RANGE:** \$16.68-\$25.86 (DOQ)  
**VACANCY DATE:** Immediately

High School Diploma, GED or equivalent certificate of competency supplemented by courses in public or business administration. Five (5) years of experience in general administrative work. Must obtain certification in accordance with the FABTO (Florida Association of Business Tax Officials) within three (3) years of hire date. **Must be nicotine free.**

Under the administrative direction of the Community Development Director, is responsible for performing a high volume of work with extensive public contact in a front counter environment associated with the issuance of local business tax receipts and a variety of City permits, responding to inquiries regarding City building/zoning policies and procedures, and screening callers and customers. Assists in budget preparation and purchasing activities for the Community Development Department. Work is reviewed through written reports and personal observation.

Excellent benefit package including the Florida Retirement System. If interested, submit a completed application (obtained at City Hall or by emailing Trudy O'Dell) to one of the following;

**By Mail:**

City of South Daytona  
Attn: Human Resources Department  
1672 South Ridgewood Ave  
South Daytona, FL 32119

**By Fax:** (386)322-3068

**By Email:** [trudy.odell@southdaytona.org](mailto:trudy.odell@southdaytona.org)

**Date Posted: March 11, 2021**

THE CITY OF SOUTH DAYTONA IS AN EQUAL OPPORTUNITY EMPLOYER  
VETERAN'S PREFERENCE AFFORDED  
DRUG FREE WORK PLACE