



## Transportation Planning Tech (Tier 2) – [Apply Here](#)

The Hillsborough County Development Services Department’s Transportation Review Section is seeking a Planning and Zoning Technician to join our team. In taking this position you will be responsible for assisting applicants in navigating through certain aspects of the County’s zoning process and assist Section staff with administrative and process support at the zoning and implementation stages of the development review process. While you will not be the lead for individual project reviews (which is handled by planning staff), you may be asked to assist with specific elements of individual project reviews.

**ABOUT THE ENVIRONMENT:** Hillsborough County is a fast-growing County with over 1.5 million residents. The office is located in downtown Tampa, with easy access to many communities within the Tampa Bay Area. Currently, new employees would work in the office during their probationary period, after which there is an opportunity to work remotely part of the week.

**ABOUT THE WORK:** Our small group of 7 people are responsible for reviewing zoning, special use and site construction/subdivision applications for consistency with applicable plans, codes and standards, under the supervision of the County Engineer. This position would have both an administrative and technical focus. Work includes providing guidance to applicants, communicating with members of the public, and supporting Section staff by scheduling meetings, maintaining files and logs, and helping analyze applications for completeness (as well as other technical aspects of project reviews). While we see many different types and sizes of projects, work is cyclical in nature with recurring deadlines for various meetings and hearings, which typically occur on a monthly basis.

**THE IDEAL APPLICANT:** Individuals with an understanding of the importance of process and procedure, capacity to organize information, an eye for detail, willingness to learn and grow, and ability to clearly and calmly communicate with applicants and members of the public are likely to succeed in this role.

**WHY IT MATTERS:** Our ability to ensure that projects are fairly, accurately and consistently reviewed and implemented are critical to ensuring that the goals and objectives of countywide and local area community plans are achieved. Your work will have an impact on how people travel, today and tomorrow, in Hillsborough County.

Additional Information about Hillsborough County Jobs can be found at: <https://hcfl.gov/about-hillsborough/jobs-and-benefits>