

# NOTICE OF JOB OPENING

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<b>Posting Begins</b>	December 2, 2021	<b>Posting Ends</b>	February 16, 2022
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<b>Position Title</b>	<b>ENFORCEMENT SPECIALIST</b>
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<b>Department</b>	Planning and Urban Design	<b>Division</b>	
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X	New Position	X	Full-time	40	Hrs./Week
	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	Planning and Urban Design 701 N. 7 <sup>th</sup> Street Kansas City, KS 66101
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**BRIEF JOB DESCRIPTION:** Responsibilities include zoning inspections for new development, Code Enforcement relating to zoning, sign inspections, banner inspections, landscaping inspections, customer driven inquiries and follow up on special use permit stipulations.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED and three years of related planning and zoning experience preferred or an equivalent combination of education and experience. Knowledge of city codes, ordinances, and zoning procedures is a plus, but not required. Ability to prepare and maintain reports, knowledge of PC software packages, skill in interpreting and enforcing ordinances. Excellent oral and written communication skills is imperative. Valid Kansas Driver's License required.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

<b>Salary Range</b>	\$16.17- \$20.58/hr.	<b>PI #</b>	4038	<b>Class. Code</b>	6203
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**Extend 1/20/2022**

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age, or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE  
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT  
ELIGIBILITY  
EOE**

*The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*