# NOTICE OF JOB OPENING

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| **Posting Begins** | May 12, 2022 | **Posting Ends** | July 6, 2022 |
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| **Position Title** | **ENFORCEMENT SPECIALIST** |
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| **Department** | Planning and Urban Design | **Division** |  |
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| X | New Position | X | Full-time | 40 | Hrs./Week |
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|  | Replacement |  | Part-time A |  | Hrs./Week |
|  | Seasonal Temporary |  | Part-time B |  | Hrs./Week |

| **Location of Position** | Planning and Urban Design 701 N. 7th 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.

| **Salary Range** | $16.17- $20.58/hr. | **PI #** | 4038 | **Class. Code** | 6203 |
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**Extend 6/23/22**