

NOTICE OF JOB OPENING

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Posting Begins	November 23, 2022	Posting Ends	December 7, 2022
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Position Title	PROGRAM SUPERVISOR
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Department	Neighborhood Resource Center	Division	Business License
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	Neighborhood Resource Center, 4953 State Ave., Kansas City, KS 66102
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BRIEF JOB DESCRIPTION: Position is charged with the supervision of the Business License and Occupational Tax Division of the Unified Government. Typical duties include: ensuring compliance with applicable occupation tax and licensing ordinances, rules, regulations and standards; developing, reviewing and revising policies, procedures and processes; ensuring the business function or unit meets established standards; assisting in preparing and monitoring budgets; coordinating activities and projects; collecting and analyzing a wide variety of data related to services and operations; investigating and resolving problems; and attending meetings and conferences to represent and discuss issues related to Unified Government operations and services. Provide support to other NRC Divisions and efforts as required as well as assist supervising staff in the absence of the Administrative Manager.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Business Administration or a related field and five years of increasingly responsible related program experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of this position. Excellent oral and written communication skills. Knowledge of basic accounting and budgeting principles and preparing detailed reports. Valid Kansas driver's license required.

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

Salary Range	\$4,608.94 - \$6,290.27/mo.	PI #	3557	Class. Code	1418
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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

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

EOE