NOTICE OF JOB OPENING

Posting Begins | May 12, 2022 | Posting Ends | September 14, 2022

Position Title | ENFORCEMENT SPECIALIST

Department | Planning and Urban Design | Division

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<tbody>
<tr>
<td>New Position</td>
<td>Full-time</td>
<td>40</td>
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<tr>
<td>Replacement</td>
<td>Part-time A</td>
<td>Hrs./Week</td>
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<tr>
<td>Seasonal Temporary</td>
<td>Part-time B</td>
<td>Hrs./Week</td>
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Location of Position | Planning and Urban Design 701 N. 7th Street Kansas City, KS 66101

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 | Extend 9/1/2022

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.