

NOTICE OF JOB OPENING

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Posting Begins	August 18, 2022	Posting Ends	September 28, 2022
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Position Title	PROFESSIONAL PROGRAMS ASSISTANT
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Department	Economic Development	Division	
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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	701 N 7 th Street, 4 th Floor
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BRIEF JOB DESCRIPTION: The Professional Programs Assistant will be responsible for performing professional level programmatic duties. Incumbent will be expected to maintain legal records associated with Economic Development Projects; and will be the Department representative for interaction with outside legal firms, financial advisors, and other UG Legal departments for Document Control issues. Assist in the management of components of the Land Bank rehab and land sale programs; and the payroll/accounting for the department. Additional administrative duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor's degree in a related field and one year of related case management or counseling or teaching experience; or an equivalent combination of education and experience sufficient to successfully perform the duties of the job. Must possess excellent customer service and organizational skills. Experience with maintaining calendars and coordinating meetings is highly desired. Bilingual, Spanish speaking preferred.

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

Salary Range	\$3,302.00-\$4,316.00/mo.	PI #	4066	Class. Code	1419
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Ext 9/15/22

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