

SHAWNEE COUNTY, KANSAS
Position Description
Planning and Zoning Administrator

POSITION NUMBER: PL1002A

FLSA STATUS: E

POSITION DESCRIPTION

This Classified position, under the direction of the Director of Planning, administers and enforces the Shawnee County Zoning and Subdivision, Codes and Regulations; performs a variety of duties involving current and long-range land use planning as it relates to development in unincorporated Shawnee County, investigates alleged code violations and implements measures to obtain compliance; assists in the completion of other planning functions and performs other duties as required.

WORK PERFORMED

- 30% Zoning and Subdivision Administration.** Serves as the Zoning Administrator for the County, under the direction of the Director of Planning. Responds to inquiries and requests for technical assistance related to land use, planning projects, zoning and subdivision regulations, site development, special and conditional use permits whether from the general public, building developers, lending institutions, public offices, or other professionals. Provides background history and research on parcels under consideration for development, conditional use permits, and rezoning by utilizing GIS and departmental records. Acts as the inspector for fire insurance proceeds cases, as set forth by county resolution.
- 30% Project Evaluation.** Consults with and advises the Director of Planning on planning and development issues and projects, regulations, state law, and plan proposals. Evaluates and processes land use proposals and applications based upon established policies, Shawnee County goals and objectives, as well as conformance with county, state, and federal laws and regulations. Conducts research on parcels under consideration for development, conditional use permits, and rezoning. With support of staff, coordinates review of proposals with County departments, utilities and external agencies to ensure that projects are organized and reviewed in a timely manner, and that any comments or concerns are incorporated into staff recommendations. Conducts site evaluations, if necessary. Informs applicants and consultants of required actions; prepares maps, charts, and other illustrative material to support written reports; writes reports making recommendations on the approval or disapproval of a proposal. Provides support to the Director of Planning for Planning Commission, Board of Zoning Appeals, and Board of County Commission meetings, as requested.
- 20% Code Enforcement and Inspections.** Investigates alleged violations of applicable zoning and Floodplain codes and regulations, and proposes enforcement solutions. Issues violation notices when necessary and coordinates with the County Counselor for enforcement and prosecution. Maintains accurate enforcement records, including an inventory of alleged violations, investigative evidence, inspections, regulatory permits, violations, and official correspondence.

Shawnee County Position Description Planning and Zoning Administrator (PL1002A)

10% Customer Service. Assists with customer service and technical assistance; explains procedures and processes of the Planning Department, provides direction about applicable regulations and applications, and provides parcel information from Planning Department records and other county departments to the public. Assists in responding to open records requests.

10% Mapping, Data Management, and Monthly Reports. Prepare monthly reports to document activities. Coordinates with office staff to ensure all Zoning and Subdivision records are accurate and complete. Coordinates with other County Departments and staff to ensure that County maps and records are updated based upon modifications to parcels due to Permits, Floodplain, Subdivision, and Zoning changes, or other department approvals.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Federal, State, and Local land use law; local environmental code; and state enabling legislation.
- Administering and enforcing local zoning, subdivision and floodplain regulations.
- Legal processes/procedures pertaining to enforcement of land use regulations.
- Forms/documents required in administering and enforcing applicable regulations.
- Building permit procedures/processes including general construction methods/practices.
- GIS systems and other software applications.

Ability to:

- Interpret/analyze/explain provisions of zoning, subdivision, and floodplain regulations.
- Establish/maintain effective working relationships with associates, professional, business and community groups and the public.
- Deal tactfully and diplomatically with internal/external customers in adverse situations.
- Make accurate/detailed observations, complete thorough inspections, secure facts, document information, evaluate data and draw valid conclusions.
- Express ideas/concepts clearly and concisely, orally and in writing, and graphically.
- Maintain accurate, up-to-date records.
- Prepare reports and correspondence.
- Safely operate a motor vehicle.
- Operate a personal computer and be familiar with various support programs and applications.
- Reach and implement decisions firmly, tactfully and impartially.
- Prioritize and schedule work load to assure timely and efficient completion of tasks.
- Communicate effectively, both orally and in writing, using the English language, and graphically.

Skill in:

- Reading and interpreting building/site plans.
- Evaluating the effectiveness of administrative functions, processes, and regulations and implementing changes that result in more effective/efficient operations.
- Researching/comprehending legal concepts/principals which form the historical basis for current zoning and subdivision regulations.
- Performing mathematical calculations to analyze data and prepare reports.
- Reading legal descriptions and drafting and plotting information on maps and records.

**Shawnee County Position Description
Planning and Zoning Administrator (PL1002A)**

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

| | N | O | F | C | | N | O | F | C | | N | O | F | C |
|-----------------|---|---|---|---|-------------------|---|---|---|---|-----------------------------------|---|---|---|---|
| HANDS | | | | | BODY/TRUNK | | | | | OTHER | | | | |
| Reaching | | | X | | Sitting | | | X | | Driving | | X | | |
| Pushing/Pulling | | X | | | Bending | | X | | | High Elevation | | X | | |
| Climbing | | X | | | Reaching | | X | | | Unprotected Heights | | X | | |
| Throwing | X | | | | Lifting | | X | | | Around Moving Machinery | | X | | |
| ARMS | | | | | Carrying | | X | | | Driving Automotive Equipment | | X | | |
| Reaching | | | X | | Jumping | X | | | | Exposure to Dust, Gases and Fumes | | X | | |
| Lifting | | X | | | Twisting | | X | | | Cramped Body Position | X | | | |
| Pushing/Pulling | | | X | | Squatting | | X | | | Sustained Positions | | X | | |
| Carrying | | X | | | Turning | | X | | | Noise Levels (Excessive) | | X | | |
| Throwing | X | | | | LEGS/FEET | | | | | Electrical Hazards | | X | | |
| EYES | | | | | Walking | | X | | | Slippery Surfaces | | X | | |
| Near Vision | | | X | | Standing | | X | | | Work Above Ground | | X | | |
| Far Vision | | X | | | Sitting | | | X | | Work Below Ground | | X | | |
| Color Vision | | | X | | Carrying | | X | | | Irregular Surfaces | | X | | |
| VOICE | | | | | Climbing | | X | | | Moving Objects | | X | | |
| Talking | | | X | | Jumping | X | | | | In High Volume Traffic | | X | | |
| EARS | | | | | Turning | | X | | | Exposure to Marked Changes in | | | | |
| Hearing | | | X | | Lifting | | X | | | Temperature and Humidity | | | X | |

EQUIPMENT USED

| | | | |
|-------------------|----------------|------------------|------------|
| Personal Computer | Photocopier | Office Furniture | Cell Phone |
| Printer | Fax Machine | Digital Camera | Vehicle |
| Telephone | Paper Shredder | Scanner | |

MINIMUM QUALIFICATIONS

- Bachelor’s Degree in any field, with three (3) or more years of progressively responsible planning, zoning, GIS, floodplain management, economic development, and/or public administration related experience;
- Valid Driver’s License and eligible to operate a County-owned vehicle (HR-2013-2).
 - Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED REQUIREMENTS

- Bachelor’s Degree from an accredited college or university with major course work in Planning, Zoning Administration, Floodplain Management, Regional Planning, Urban Planning and Development, Economic Development, Public Administration, Engineering, or other related field.
- Proven experience with Geographic Information Systems (GIS)

**Shawnee County Position Description
Planning and Zoning Administrator (PL1002A)**

- Credentialed through the American Institute of Certified Planners (AICP).
- Spanish proficiency in oral and written communications with translation ability is desirable.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical and drug screen.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 01/05
Revision History: 07/24