

SHAWNEE COUNTY, KANSAS
Position Description
Planning & Development Coordinator

Position Control Number: PL1004A, PL1009

FLSA Status: N

POSITION DESCRIPTION

Under general supervision, this position coordinates the management of all-planning cases and all permit applications; ensures that permits will comply with all applicable regulations and requirements; compiles data and submits monthly reports as needed; and provides overall support to the Planning Director and the Planning and Zoning Administrator. This position oversees the Department's accounting and payroll operations, and assists with the Department's budget. A high degree of detail and independent work is required. Performs other duties as required. This position is supervised by the Planning Director.

WORK PERFORMED

- 25% Planning Case Management.** Responsible for the receipt and processing of case applications. Prepares case files and delegates to appropriate staff. Prepares annual schedules for timely processing of cases and legal publication deadlines. Prepares case correspondence including property owner lists, legal notices for publication, resolutions, property owner and applicant correspondence, meeting agendas and meeting minutes. Coordinates notification of meetings with IT and other department staff, Planning Commission members, and the public. Coordinates the set up and break down of meetings; attends meetings to take minutes. Assists the public with general questions regarding planning and zoning procedures and regulations. Provides information to callers by accessing parcel information utilizing the Shawnee County GIS System and other County applications. Provides information within the scope of knowledge, and refers inquiries to other staff as necessary.
- 25% Permit Intake/Processing.** Coordinates and administers all permitting functions, including: receipt, processing, and tracking of applications; verifying supporting documentation; researching parcels for compliance with regulations; distribution of documentation to County staff and outside agencies for review; relaying issues, concerns, and questions to the applicant. Ensures that review comments and concerns are resolved prior to the issuance of permits. Assists the public with general questions regarding permitting procedures and regulations. Provides information to callers by accessing parcel information utilizing the Shawnee County GIS System and other County applications. Utilizes the support of other office staff for review and evaluation of applications, as needed. Responsible for assigning property addresses. Permits include, but are not limited to: building, home occupation, firework, floodplain permits.
- 25% Floodplain Management Support.** Coordinates and administers floodplain permitting functions including: researching parcel data; coordinates with state floodplain departments;

Shawnee County Position Description Planning & Development Coordinator (PL1004A, PL1009)

reviews floodplain development permit applications; reviews No Rise and Elevation Certificates; processes applications. Assists the public with general questions regarding floodplain, as applicable to local, state, and federal regulations and laws administered by the department. Assists with the National Flood Insurance Program (NFIP) and Community Rating System (CRS) programs by completing necessary prevention activities, and coordinating and responding to annual and five-year Community Rating System reviews.

15% Budget/Accounting/Payroll. Responsible for the processing of purchase orders and invoices utilizing County programs; monitors budget and accounts for all expenditures. Oversees the receipt and processing of planning case and permit fee deposits; processes refunds as needed. Creates and updates reports documenting permits, fees, and deposits. Assists with the review, approval, and submission of bi-weekly payroll; completes and submits required personnel forms. Assists with the annual departmental budget process, as needed.

10% Mapping, Data Management, and Monthly Reports. Prepares and maintains reports for required tracking of data management. Coordinates with office staff to ensure all zoning, subdivision, permit, and floodplain records are accurate and up to date. 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:

- Office practices and procedures.
- English usage, spelling, grammar, written communication and arithmetic.
- Office management, organization and procedures.
- County operations, rules, regulations, policies and procedures.
- Microsoft Office, mapping and other computer software packages.
- The operation of office equipment, personal computers and communication systems.
- Standard formats for correspondence, reports and forms.
- Record keeping and reporting methods.
- The Shawnee County Building Permit Procedures.
- The Shawnee County Zoning Regulations and Subdivision Regulations.
- The Shawnee County Floodplain Regulations
- GIS systems and other software applications.
- The Shawnee County Environmental Code related to septic tank regulations and practices.

Ability to:

- Work independently without detailed instruction.
- Understand and follow verbal and written instructions.
- Communicate information effectively, concisely and accurately, both verbally and in writing, using the English language.

**Shawnee County Position Description
Planning & Development Coordinator (PL1004A, PL1009)**

- Apply and explain rules, regulations, policies and procedures.
- Use basic word processing, spreadsheet and database applications.
- Transcribe meeting minutes, correspondence and reports from notes and tape dictation.
- Proofread and edit various documents.
- Maintain accurate, up-to-date records.
- Detect discrepancies in information or records.
- Operate general office equipment, telephone and personal computer and a motor vehicle.
- Use basic math and formulas to track and complete presentations.
- Compute, verify and compare figures.
- Spell and use proper grammar.
- Establish and maintain effective working relationships with employees, the public and other County personnel.
- Accurately prepare and maintain payroll documents.
- Maintain confidentiality.
- Prioritize and schedule work to assure timely and efficient completion of tasks.

Skill in:

- Interpret county rules and resolutions.
- Office Management.
- Customer Service.
- Operating common office machines, a personal computer and software, in particular, Microsoft Office Professional: Word, Excel, PowerPoint, Publisher and Access and mapping software

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			

**Shawnee County Position Description
Planning & Development Coordinator (PL1004A, PL1009)**

EQUIPMENT USED

Personal Computer	Photocopier	Office Furniture	Binder Machine
Printer	Fax Machine	Calculator	
Telephone	Paper Shredder	Scanner	

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Five (5) years' administrative, clerical or office management experience. A degree/certificate from an accredited college/university or vocational school may be substituted for the years of experience on a year-for-year basis.
- A Degree/Certificate from an accredited college, university or vocational school in a closely related field may be substituted (only one may be chosen to substitute) for the years of experience as follows:
 - Certificate from vocational school may be substituted for one (1) year of clerical experience.
 - Associates Degree may be substituted for two (2) years of clerical experience.
 - Bachelor's Degree may be substituted for four (4) years of clerical experience.
- Valid Driver's License and able to operate County-owned vehicle (HR-2013-2).
 - 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 QUALIFICATIONS

- Experience using ArcGIS (GIS mapping), KayPay, ApplicationXtender and/or Document Manager software, Permitting Portal, or Permitting Management System.

**Shawnee County Position Description
Planning & Development Coordinator (PL1004A, PL1009)**

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: 02/23
Revision History: 12/24