

SHAWNEE COUNTY, KANSAS
Position Description
Planning Specialist

Position Control Number: PL1008

FLSA Status: N

POSITION DESCRIPTION

Under general supervision, this position performs a wide variety of specialized and/or difficult clerical and administrative duties for the Shawnee County Planning Department. This position is responsible for the initial intake and processing of permit and case applications; answers inquiries on departmental processes, history of tracts of land, and violations of local codes; makes decisions in routine procedural matters without supervision, based on training or knowledge gained through experience on the job; supports office staff and performs other duties as required. This position is supervised by the Planning Director.

WORK PERFORMED

- 35% Customer Service/Reception.** As the first point of contact, responds to phone, in-person, and electronic inquiries in an accurate and professional manner; provides information within the scope of knowledge, or routes inquiries to Planning Department staff, other County departments, or proper outside entities. Takes messages accurately, and disseminates timely. Utilizes the Shawnee County GIS System, Permitting Portal, Document Manager, Zoning Regulations, and other County applications to answer questions upon public inquiry.

- 25% Staff Support.** Assists Planning Department staff in tasks related to building permits and planning cases. Understands the various types applications required and utilized for permitting and provides applications to the public. Accepts completed applications; verifies and accepts associated fees. Assists with researching parcels, reviewing applications for accuracy, requesting information from applicants, and entering data into the permitting system. Assists with collecting and assembling planning case documentation, creating case files, researching parcels, and the collection/distribution of information to/from various agencies. Proofreads and edits documents to ensure accuracy of the data. Creates data management reports, updates forms and correspondence; creates word processing templates, form letters, database tables and spreadsheets.

- 20% Records Management and Retention.** Processes and scans department files for permanent document retention utilizing Document Manager. Quality checks scanned files for clarity and accuracy. Maintains traditional and electronic record keeping systems and complies with all record retention policies of Shawnee County and the State of Kansas. Intermittently shreds documents which have been scanned and stored electronically, pursuant to proper policy. Assists with responding to Open Records Requests.

Shawnee County Position Description Planning Specialist (PL1008)

- 10% Accounting.** Processes purchase orders and invoices for payment, utilizing the County finance system. Processes credit card payments and generates daily deposits to submit to the Treasurer's office. Reconciles monies received for permit and case applications; processes refunds.
- 10% General Office Duties.** Performs other general office duties, including copying, scanning, filing, typing, and data entry. Maintains an adequate level of office supplies/inventory. Opens and closes the office each day. Monitors the office voicemail messages, and responds to messages in a timely manner. Processes incoming/outgoing mail in a timely manner. Prepares mass mailings on occasion.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- General office machines and modern office practices; personal computers.
- English usage, spelling, grammar, written communication, and arithmetic.
- Microsoft Office, Internet, graphics, and other pertinent software applications.
- Shawnee County operations, rules, regulations, policies and procedures.
- Shawnee County Building Permit Procedures, Zoning Regulations, and Environmental Code.
- GIS Systems and other software applications.

Ability to:

- Work independently and as a team member.
- Communicate information effectively, concisely and accurately, both verbally and in writing, using the English language.
- Establish and maintain effective working relationships with employees, the public and other County personnel.
- Deal tactfully and diplomatically with internal/external customers.
- Multitask and prioritize/schedule work to assure timely and efficient completion.
- Understand and follow verbal and written instructions.
- Maintain confidentiality.
- Meet departmental performance and quality standards.
- Maintain accurate, up-to-date records.
- Operate general office equipment, telephone, personal computer, scanners and a motor vehicle.

Skill in:

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Customer service.
- The use of computers and computer software.

**Shawnee County Position Description
Planning Specialist (PL1008)**

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/Scanner	Calculator
Printer	Paper Shredder	
Telephone	Office Furniture	

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Minimum of four (4) years of clerical/office experience including, but not limited to: customer service and answering phone calls, record/document management, computer applications (word processing, power point, database, spreadsheet, inter-office communications).
- 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 three (3) years of clerical experience.

**Shawnee County Position Description
Planning Specialist (PL1008)**

- Valid Kansas Driver’s License.

PREFERRED QUALIFICATIONS

- Experience using GIS mapping, KayPay, ApplicationXtender and/or Document Manager software.

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
_____ Administering Supervisor’s Signature / Printed Name	_____ Date
_____ Appointing Authority’s Signature / Printed Name	_____ Date

Created: 01/23
Revision History: 02/25