

## POSITION DESCRIPTION

**Position Title:** Zoning & Code Administrator  
**Department:** Planning & Community Development  
**Division:** Code Enforcement  
**FLSA:** Non-Exempt  
**Retirement:** KPERS  
**Effective Date:** October 21, 2021

### **GENERAL PURPOSE**

Performs intermediate skilled technical work in the interpretation and enforcement of adopted codes, rules, and regulations related to planning and zoning enforcement. Enforcement shall include nuisances, weeds, zoning, signs, fences, and housing codes. Other possible enforcements include dumping, polluting, land use, hazardous sidewalks and building occupancy.

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the City Planner.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(Duties listed below do not include all tasks which may be performed).*

- Enforces City property maintenance codes, performed by patrols and inspections.
- Responds to citizen complaints and inquiries.
- Conducts field investigations and gathers evidence.
- Issues corrective orders and citations and follows through with necessary legal evidence and action. Prepares cases and testifies in Municipal Court for enforcement.
- Meets and speaks with people involved to resolve disputes, promote compliance, and educate.
- Coordinates the efforts with other staff and agencies.
- Drafts and distributes correspondence relating to code enforcement.
- Maintains records related to inspection, violations and enforcement activities.
- Recommends changes to codes, ordinances, rules and regulations when necessary. Develops Standard Operating Procedures (SOPs) as necessary.
- Inspects dwelling units for housing code disputes.
- Transfers field data into various computer programs used by the division.

### **PERIPHERAL DUTIES**

- May be assigned to various committees.
- May be required to issue fence and sign permits.
- May be assigned to run errands, to deliver agenda materials to the various volunteer boards and commissioners and to physically move boxed materials to basement.
- May help train new employees or provide training lessons to coordinating departments (i.e., Public Works, Police, and Fire).
- May perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### ***Education and Experience:***

- A. Be at least 18 years old at time of hire;
- B. Graduation from a high school or GED equivalent;
- C. Minimum of one year experience related to inspection, law enforcement, building inspection, land use, public administration or a related field, or any equivalent combination of education and experience;
- D. Ability to read, write, and speak English;
- E. Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy; and
- F. Proficient with personal computers and software applications.

### ***Necessary Knowledge, Skills and Abilities:***

- A. Knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;
- B. Skill in operating the listed tools and equipment; and
- C. Ability to prepare, organize and maintain inspection field data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.

## **SPECIAL REQUIREMENTS**

- Ability to read maps.
- Ability to prepare understandable written reports with pictures.

## **DESIRABLE QUALIFICATIONS**

- Two or more years' experience related to inspection, law enforcement, building inspection, land use, public administration or a related field.
- Technical or Associates Degree from a post secondary institution in a related field is desired.
- Additional certifications related to code enforcement.
- Supervisory experience.

## **TOOLS AND EQUIPMENT**

Personal computer, including word processing, mapping, cameras, and data base software; motor vehicle; phone; mobile or portable radio; copy and fax machine; scanner.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to sit.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in field and office settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The noise level in the work environment is usually quiet to moderate.

**SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee/individual and is subject to change as the needs of the City and requirements of the job change.

**APPROVAL AUTHORITY:**

  
\_\_\_\_\_  
Department Head

10/25/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
HR Director

10/25/2021  
\_\_\_\_\_  
Date

