

**COMMUNITY DEVELOPMENT  
ZONING INSPECTION OFFICER I**

**Starting Salary:** \$16.22/hr (full-time)

**Position Purpose:** The Zoning Inspection Officer is responsible for ensuring that private property and construction and development projects conform to zoning and subdivision regulations, conditions of approval and other applicable regulations; for inspection, investigation and resolution of zoning enforcement issues; and for other planning functions necessary to assist with the City's orderly growth and property maintenance.

**Experience Required:** Graduation from a standard high school or vocational school, supplemented by experience in working with the public in a government setting; or any equivalent combination of training and experience which provides the required knowledge, skill and ability. Knowledge of zoning and subdivision regulations and applicable City Codes; computer software applications including word processing and spreadsheets; knowledge of Geographic Information Systems; and of the development review and approval process.

**Skills/Abilities:** Ability to read and comprehend maps, subdivision plats, legal descriptions, site plans, building plans, and architectural drawings. Ability to compose business correspondence and reports, and to verbally communicate effectively and courteously with citizens and others, to explain policies, procedures and regulations, and to answer questions involving complex issues.

**Special Requirements:** Must maintain a valid Kansas driver's license.

**Closing Date:** 02/25/10