

# NOTICE OF JOB OPENING

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<b>Posting Begins</b>	December 22, 2016	<b>Posting Ends</b>	January 11, 2017
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<b>Position Title</b>	<b>ENFORCEMENT SPECIALIST</b>
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<b>Department</b>	NRC	<b>Division</b>	Code Enforcement
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	Neighborhood Resource Center
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**BRIEF JOB DESCRIPTION:** Responsibilities include supervision over subordinate inspection officers. Property inspections; re-inspections for non-compliance; preparing notices of violations; issuing court summons to violators; testifying in court, surveying areas for violations, taking photos of violations. Maintains records and reports, researching properties and property owners and answering questions regarding ordinances and regulations. Assists in training of new inspection officers and provides technical advice and assistance to subordinates as required. Conducts hearings on a weekly basis and/or as needed.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED and three years of related inspection experience or an equivalent combination of education and experience. Knowledge of city codes, ordinances and zoning procedures. Ability to prepare and maintain reports, knowledge of PC software packages, skill in interpreting and enforcing ordinances. Excellent oral and written communication skills. Valid Kansas Driver's License and current vehicle liability insurance. Experience in Code or Building Inspections preferred.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE  
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

<b>Salary Range</b>	\$19.79/hr.	<b>PI #</b>	3741,3749	<b>Class. Code</b>	6203
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age, or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE  
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT  
ELIGIBILITY  
EOE**