

MARION COUNTY

IMMEDIATE OPENING

PLANNING & ZONING / ENVIRONMENTAL HEALTH
TECHNICIAN

Planning & Zoning office is seeking a person to fill a fulltime field representative position. This person will be responsible for field inspections of properties to ensure compliance of zoning and sanitation codes, assist with consultation on water well and sewage disposal systems, assist with complaints related to environmental health and zoning issues, perform research and data collection activities, perform various technical duties and attend online and/or in-person conferences and training as needed. Must monitor and enforce zoning regulations, rural planning practices as well as environmental health laws and standards. Considerable independent judgment will be exercised. Ability to perform duties in various environments, indoor/outdoor terrain and weather conditions. Higher education and one to three years experience is preferred. Must demonstrate strong public relation skills. Full benefit package available. References required. Application and job description are available at the County Clerk's Office, 200 S. Third, Suite 104, Marion, KS 66861. 620-382-2185. Position open until filled. EEOE

PLANNING / ZONING / ENVIRONMENTAL HEALTH TECHNICIAN

New 4-20220

Department: Planning/Zoning/Environmental Health
Reports To: Planning/Zoning/Environmental Health Director

Position Summary

This is a non-exempt position that reports directly to the Zoning Director. This entry-level position requires the ability to quickly learn, or already possess the knowledge of methods and procedures that are part of the planning, zoning and sanitation code and regulation enforcement techniques. This position applies knowledge of regulations, principles and practices, methods and techniques of county zoning, floodplain administration and sanitation code enforcement. This position performs field inspections of property to ensure compliance of the zoning and sanitation codes and performs various technical duties to support Marion County Planning & Zoning/Environmental Health Department. Independent judgment is required; ability to solve problems and issues without continual referral to a higher authority. The employee in this position is frequently expected to act independently in answering citizen inquiries, typing correspondence, managing field inspection schedule, and assisting with other duties as required by the department.

The employee in this position will serve as department Deputy in the absence of the Director.

Essential Functions

- * Perform field inspections of properties to ensure compliance with zoning and sanitation codes. This includes various environments, indoor/outdoor terrain and weather conditions.
- * Assist with consultation on water well and sewage disposal problems.
- * Assist in public health complaints related to environmental health.
- * Interpret and enforce applicable county, state and federal codes and regulations related to building and zoning regulations and sanitation codes.
- * Perform research and data collection activities.
- * Operate modern office equipment, including computers.
- * Communicate clearly and concisely, both orally and in writing.
- * Establish and maintain effective working relationships with those contacted in the course of daily work.
- * Follow all safety rules and regulations of the department.
- * Ability to organize, multitask, prioritize and follow through with tasks.
- * Attend online and/or in-person conferences, workshops and training sessions as needed.

Marginal Functions

- * Other related duties as deemed necessary or assigned.

PZ/EH Technician

Minimum Position Requirements

Experience: One to three years clerical experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: Higher education and one to three years experience is preferred. Valid Class C driver's license is required. Functional knowledge of Windows and Microsoft Office including Outlook, Word and Excel is necessary.

Skills: Operational characteristics, services, and activities of a code enforcement program. Principles and techniques of inspection. Methods and techniques of conflict resolution. Local geography and road locations. Familiarity with county zoning regulations and sanitation code. Familiarity with local, state and federal floodplain regulations. Modern office procedures, methods and computer equipment. Familiarity with Geospatial Information System Maps.

Problem Solving: Problem solving exists in this position in relation to the performance of daily duties.

Decision Making: Considerable independent judgement will be exercised. Frequently expected to act independently and solve issues without continual referral to higher authority.

Accountability: Employee is not responsible for budgetary control of the department but may participate in the annual budget process.

Supervision: Little or no direct supervision by the Planning/Zoning/Environmental Health Director. Performs job duties in accordance with the county's policies and procedures.

Personal Relations: Must demonstrate strong public relation skills. Frequent contact with the general public.

Working Conditions: Adverse weather conditions and indoor/outdoor terrain are factors in this position.

Physical Requirements: Work is performed in an office environment as well as outdoors, including walking on varied terrain, bending, stooping, getting in and out of a vehicle, and climbing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.