



**JOB DESCRIPTION**  
**Planning and Zoning Coordinator**

**Job Class:** 4                      **Annual Base Salary:** \$39,000 to \$49,890    **FLSA Status:** Non-Exempt

**Date:** March 18, 2018            **Department:** Development Services

**JOB DEFINITION**

The Planning and Zoning Coordinator is a professional position and reports to the Development Services Director. The position is responsible for the review of residential, accessory, and commercial site plans, plats, and lot splits, and confirming their compliance with the Unified Development Code with the City of Edgerton. The Planning and Zoning Coordinator is also responsible for reviewing all construction, planning, zoning, and sign permit applications for compliance with the relevant municipal ordinances, and for issuing them upon approval.

The Planning and Zoning Coordinator maintains the Unified Development Code, and researches amendments to it to match the vision of the Edgerton City Council and the Edgerton Community. The Planning and Zoning Coordinator assists the Development Services Director in preparing staff reports, agendas, packets, and minutes for all Planning Commission and Board of Zoning Appeals meetings, and assists in maintaining compliance with public hearing requirements. The Planning and Zoning Coordinator serves as the City’s ADA coordinator.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general supervision from the Development Services Director
- Exercises no direct supervision over other city employees.
- Coordinates work with other City departments as needed

**EXAMPLES OF ESSENTIAL DUTIES** *(This list is not to be construed as a complete representation of the responsibilities of the job, and may include other duties as assigned that are not listed below.)*

Importance	Tasks	% of Time
1	Reviews civil and site plan documents, plats and lot splits submitted for compliance with the codes and ordinances of the City of Edgerton, and preparing them for submission to the Planning Commission and Board of Zoning Appeals.	30
2	Meets with design professionals, developers, owners, and contractors in preliminary design meetings. Meetings generally entail a discussion of the permit process as well as a code review of preliminary plans or design concepts. Potential problems are identified. Advise as to possible approaches to gaining compliance with the codes or resolving related problems is put forth.	20
3	Prepares written reports and detailed correspondences. Provides telephone and walk-in assistance to public regarding code requirements and interpretations.	15

Importance	Tasks	% of Time
4	Prepares staff reports, minutes, and agendas for Planning Commission and Board of Zoning Appeals meetings. Ensures compliance with public hearing requirements when necessary, including timely advertising, and posting notices for public hearings.	20
5	Processes and issues building permits on an as-needed basis, including all construction and sign permits.	10
6	Serves as the City's ADA Coordinator. Maintains compliance activities and suggests updates for consideration to the Development Services Director.	5

**IMPORTANT JOB FUNCTIONS**

- Identifies and makes recommendations regarding enhancements to department procedures, codes and guidelines and the development review process. Researches proposed amendments to the Unified Development Ordinance and other codes, policies and guidelines and makes recommendations to staff and review bodies.
- Review and analyze plans and specifications in order to ensure compliance with adopted codes.
- Coordinates all aspects of the City's Land Disturbance Regulations.
- Keeps abreast of changes to the zoning regulations of the State of Kansas, zoning codes, new products, and code enforcement techniques.
- Assist the public, contractors, city staff and elected officials with questions involving zoning and development codes.
- Represents the City on various boards and organizations on the local, regional and state levels.
- Makes public presentations as needed to the Planning Commission, Board of Zoning Appeals, City Council, staff, citizen groups, students and others.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Vehicle  
 Computer  
 General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

Education and Experience:

- Bachelor's degree from an accredited college or university in architecture, engineering, construction management or construction science and technology, business administration, public administration or related field preferred.
- Two to five years of progressively responsible related experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

- Must possess a valid driver's license and maintain an insurable driving record.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### Knowledge of:

- Theory, principals, practices and techniques of planning, zoning, code enforcement, development standards and related skills.
- Public contact skills.
- All aspects of community development and their relationship to development services; Unified Development Code and other applicable state, federal and local ordinances, laws, rules and regulations.
- Principles and practices of the maintenance of public records.
- Organization and function of an elected City Council and appointed boards and commissions
- The City's personnel rules and policies, and safety procedures for all aspects of the job.
- Methods and practices of assembling, analyzing, and presenting statistical data.
- All computer applications and hardware related to performance of the essential functions of the job.
- Department organization, standard operating guidelines and policies, rules, and regulations.

### Skill in:

- Ability to detect hazards and violations and detail what the Codes require when examining and reviewing plans.
- Ability to read and accurately interpret plans and specifications of any complexity, and to compare them with construction in progress.
- Communicating orally and in writing with general public, co-workers and supervisory personnel in order to give and receive information in a courteous manner. Must be able to adapt communication style and format to the audience.
- Remaining calm in stressful situations and to direct others during incidents.
- Solving problems and resolving conflict.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.

### Mental and Physical Abilities:

- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise reports.
- Interpret and apply applicable federal, state and local policies, codes, laws and regulations.
- Organize and maintain data accurately and completely with attention to details.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Able to present information in both formal and informal public settings.
- Be courteous, diplomatic, even-tempered, cordial, patient, impartial and cooperative when dealing with supervisors, co-workers, elected officials, and the public.
- Analyze organizational and administrative problems, adopt an effective course of action, and provide leadership to others in carrying out action plans.
- Set priorities and adapt priorities to changing circumstances.
- Able to maintain confidentiality of certain public records, transactions, and information. Can identify sensitive records and information and follow procedures for maintaining confidentiality.
- Establish and maintain effective working relationships with all encountered during the course of work.
- While performing the duties of this job, the employee is regularly required to talk and listen. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach

with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- Maintain effective audio-visual discrimination and perception needed for:
  - making observations
  - communicating with others
  - reading and writing
  - monitoring assigned activities and operations
  - operating assigned equipment.
- Maintain mental capacity which permits:
  - making sound decisions and using good judgment
  - prioritizing work activities
  - demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - sitting, standing, or walking for extended periods of time
  - lifting or carrying light to moderately heavy objects
  - operating assigned equipment.

**WORKING CONDITIONS:**

Work is performed in an office, and in the field exposing the employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, and/or toxic or caustic chemicals. The noise level in the work environment is usually moderate. This position contains an element of risk to personal safety.

This position may be required to work overtime, evenings, weekends, and some holidays, as required. Attendance at overnight seminars and conferences may also be required.

I understand that nothing in this job description restricts the City's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the City Administrator's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this job description and its related duties.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
City Administrator Signature

\_\_\_\_\_  
Date

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.