



JOB OPPORTUNITY

THE CITY OF ST. JOSEPH • CITY HALL-HUMAN RESOURCES
1100 FREDERICK AVENUE • ST. JOSEPH, MO 64501
(816) 271-4670

Position:	Code Support Specialist
Wage Rate:	\$13.79/hr (\$28,693.44/yr)
FLSA Status:	Non-Exempt Position Subject to Overtime Provisions
Closing Date:	Thursday, September 2, 2010 by 5:00p.m.

Job Summary/Scope

Supports various activities of the Property Maintenance and Planning & Community Development Department by assisting customers with code issues and providing staff support for both departments.

Essential Duties and Responsibilities

1. PROVIDES information to the general public regarding property maintenance and planning and zoning related information.
2. RESEARCHES property and case history and/or related documentation as required support property maintenance and planning and zoning related studies and reports.
3. EXPLAINS City property maintenance, zoning and subdivision codes to property owners, developers, business owners and general public.
4. ASSISTS citizens with application process, including requests for rezoning, conditional use permits, variances, subdivisions and other land use needs.
5. PREPARES reports and supporting documents for City Council, Planning Commission, and Zoning Board of Adjustment meetings.
6. ENSURES all legal notices are prepared and sent and posted in compliance with applicable city and state laws.
7. TYPES, FILES and PROCESSES notices for code violation cases and demolition cases.
8. RESPONDS to numerous and varied telephone questions relating to property maintenance and zoning issues.

Other Duties and Responsibilities

1. ASSISTS the building division with permit issuance and customer service related duties.
2. PERFORMS various filing tasks
3. PERFORMS all other related duties as assigned.

Employee Behavior and Conduct

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.

Required (Essential) Knowledge, Skills and Abilities

1. Exceptional people related communication skills, both verbal and written.
2. Knowledge of common charter provisions and municipal ordinances, codes and regulations pertaining to property maintenance, planning, zoning, community and economic development programs or ability to learn them within the first six months of employment.
3. Knowledge of planning codes and land use law or ability to learn is required.
4. Working knowledge of the techniques required in the preparation of maps, charts, sketches and simple graphics; research is desired.
5. Ability to work independently and follow directions.
6. Ability to establish and maintain effective working relationships with associates, subordinates, municipal officials and members of the general public.
7. Prior experience in community or neighborhood planning is desired.
8. Knowledge of the permitting process is essential and must be achieved within six months of employment.
9. Ability to make independent investigations, analyze and research and to present conclusions and recommendations clearly and concisely.
10. Valid driver's license required.

Material and Equipment Directly Used

Regularly uses personal computer with variety of software applications including Microsoft Office products and other standard office equipment. There may be times when use of personal vehicle may be required.

Working Environment/Physical Requirements

Work generally performed in an office setting with a controlled environment. Some field investigation will be required. Seldom needs to lift more than 10 to 20 pounds. Some overnight or day travel may be required for business purposes. Vacation and other leave scheduling shall be requested and approved by the appropriate supervisor.

Education

High School Diploma required. Associate's Degree in a related field required OR four years prior related experience required; or any combination of formal education and work experience which provides the required knowledge, skills and abilities.

Passing of a drug screening required prior to appointment.

AN EQUAL OPPORTUNITY EMPLOYER

The City is a Governmental entity subject to Section 504 of the Rehabilitation Act of 1973, which requires that otherwise qualified handicapped individuals be protected from discrimination.

08/26/10