

City of Whitewater

201 S. Elm Street
P.O. Box 149
Whitewater, KS 67154
316-799-2445



City of Whitewater Job Description

Zoning Administrator/Code Enforcement Officer

JOB DESCRIPTION

The Zoning Administrator and Code Enforcement Officer will work directly with the City Clerk and City Superintendent. The Zoning Administrator and Code Enforcement Officer will also work closely with the planning commission. It is the responsibility of the Zoning Administrator and Code Enforcement Officer to enforce the City of Whitewater Comprehensive Plan, and Zoning Regulations. It is the responsibility of the Zoning Administrator and Code Enforcement Officer to enforce all City ordinances relating to the cutting of weeds and vegetation, abatement of nuisances and unsafe structures.

PRIMARY DUTIES:

- Extensive knowledge of the City of Whitewater procedures and zoning manual.
- Enforce all ordinances relating to the cutting of weeds and vegetation, abatement of nuisances and unsafe structures.
- Investigate public complaints concerning violations.
- Assist applicants with permits, zoning questions, applications and special requests.
- Assist in maintaining files at city hall for zoning applications, permits, etc.
- Examine proposed project sites for property line setbacks.
- Provide documentation and photos of sites in violation.
- Assist in composing violation letters and notices upon request.
- Submit monthly report for the Governing Body.
- Attend council meetings and/or planning commission meetings as needed.
- Prepare for public hearings when necessary.
- Other duties as requested by the Governing Body.

Required Qualifications:

- High school diploma or GED
- Knowledge of procedures and paperwork for completing particular use permit, zoning district change, lot split, and zoning text amendment
- Knowledge of property setback verification
- Valid driver's license and good driving record
- Strong interpersonal and communication skills
- Some knowledge of basic computer skills