



Franklin
COUNTY KANSAS
EST. 1855

Franklin County, Kansas Job Description

Title: Assistant Director of Planning & Building	Grade: 25
Reports To: Director of Planning & Building	FLSA: Exempt
Department: Planning & Building	Modified Date: 2/2026

JOB SUMMARY:

Under the general supervision of the Planning Director, the Assistant Planning & Zoning Director, performs professional planning work of moderate difficulty with increasingly specialized knowledge in the area of regional and community planning, performs routine technical tasks and assists the Planning Director with a wide variety of more complex assignments, and conducts extensive research related to planning studies designed to support the planning process.

ESSENTIAL FUNCTIONS:

- Perform, research, and determine compliance of land use proposals with the zoning and subdivision regulations, and conformance with the comprehensive plan.
- Prepare and proof all forms, reports, documents, statements, etc. for accuracy and conformance with department requirements to be approved by the Planning Director.
- Assist applicants with preparing applications for various amendments to the County Zoning Regulations.
- Receive, review and process incoming applications i.e., zoning and subdivision, floodplain development permits, zoning verifications, etc.
- Accept and receipt monies for various applications.
- Prepare deposits for Planning & Building, Environmental Health and Public Works Departments.
- Read and interpret geographic, property, and mapping documents, deeds, maps, ownership records, legal descriptions, plats, survey data, and reports.
- Provide general office support to Planning and Building Department to include typing letters, forms, reports, and other various documents.
- Maintain office files and records for Planning and Zoning permits and Sanitation permits.
- Take messages for Planning Director, Public Works Director, Building Inspector and County Sanitarian.
- Assist in the scheduling of appointments and inspections for the Planning Director, Building Inspector and County Sanitarian.

- Assist the Planning Director with duties as liaison to the Planning Commission, Board of Zoning Appeals, and Board of County Commissioners.
- Prepare and assemble all staff reports, attachments, notifications and meeting packets for the Planning Commission, Board of Zoning Appeals and County Commissioner meetings for Planning Director review and approval.
- Required evening attendance at all Planning Commission meetings, study sessions, and Board of Zoning Appeals meetings.
- Type all minutes for Planning Commission meeting, study sessions, and Board of Zoning Appeals meetings.
- Present staff reports for Planning Commission, Board of Zoning Appeals and County Commissioner meetings in the absence of the Planning Director.
- Maintain the Countywide Zoning Map in AutoCAD and ArcGIS.
- Assist other County Departments with aerial photos/site plans, notification lists, and other information as requested.
- Assist with updates and maintenance of Comprehensive Plan, Zoning Regulations, Subdivision Regulations and Sanitation Code.
- Maintain and prepare employee timesheets and approve in the absence of the Planning Director.
- Maintain and order office supplies for Planning & Building and Environmental Health Departments.
- Maintain the Planning & Building and Environmental Health Departments websites.
- Perform special projects and tasks related to planning and zoning issues.
- Assume duties of the Planning Director in his/her absence.

SECONDARY FUNCTIONS:

- Performs other related duties as required or assigned.

SUPERVISORY FUNCTIONS:

- None.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Principles and processes for providing exemplary customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction;
- Modern office practices and procedures.

SKILL IN:

- The exercise of a high degree of initiative, independent judgment and discretion;
- Performing and prioritizing multiple tasks seamlessly with excellent attention to detail;
- Human relations and interpersonal communications, including the ability communicate effectively with a wide variety of different parties under stressful conditions and time-demanding situations;
- Skill in making work decisions in accordance with departmental policies and procedures;
- Skill in following oral and written instructions;
- Skill in data entry and computer skills using Microsoft applications;
- Skill in set up, type, and maintain documentation with accuracy;
- Skill in reading and understand maps;
- Skill in reading and apply legal descriptions of real property, including metes and bounds descriptions;
- Skill in making moderately difficult mathematical computations with accuracy.

ABILITY TO:

- Initiate work, work independently;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Manage multiple, concurrent projects and establish and meet deadlines;
- React appropriately under pressure, handle and balance multiple demands at one time, work with frequent interruptions and perform duties and tasks with limited errors and a heightened attention to detail;
- Organize, read, analyze and interpret information; construct accurate and timely responses;
- Make administrative decisions and use good judgment in dispensing information to individuals;
- Communicate effectively, verbally and in writing, in a tactful and diplomatic manner that demonstrates exceptional customer service;
- Perform a variety of clerical and administrative work;
- Operate standard office technology to include office productivity software (Word, Excel, payroll specific software, etc.), standard office technology (copier, fax, etc.) and website administration (internet/intranet);
- Develop effective working relationships with colleagues, County officials and the public.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Must possess and maintain a valid driver's license.

REQUIRED EDUCATION/OR EXPERIENCE:

- Associate's degree or equivalent from an accredited two-year college or technical school;
- OR two to three years related experience and/or training;
- OR equivalent combination of education and experience.

PREFERRED EDUCATION/OR EXPERIENCE:

- Bachelor's degree from an accredited four-year college or university;
- OR four to five years related experience and/or training;
- OR equivalent combination of education and experience.

PHYSICAL CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear;

- The employee is frequently required to sit and use hands to finger, handle, or feel;
- The employee is occasionally required to stand; walk; reach with hands and arms;
- Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job:

- The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.