

WE'RE HIRING

POSITION: ZONING ADMINISTRATOR



JOIN OUR TEAM!

The City of Salina is seeking a strong, forward-thinking leader to serve as our next Zoning Administrator within our high-impact, mission-driven Community Development Department. This is not just a technical role—it's a leadership opportunity for someone who can guide a talented team, contribute to department-wide strategy, and help drive transformational projects that are shaping Salina's future. This position is open due to the retirement of a long-serving and highly respected member of our team.

As Zoning Administrator, you'll manage and mentor planning staff, oversee zoning applications and code enforcement, serve as liaison to key boards and commissions, and collaborate closely with other divisions and external partners. You'll also serve as a key member of the department's leadership team, helping to align internal operations with our broader mission, vision, and strategic goals.

A LITTLE ABOUT SALINA...

Salina, Kansas is a thriving regional hub at the crossroads of I-70 and I-135, offering all the advantages of a mid-sized city with the energy and opportunity of a growing metro. The city is in the midst of a powerful transformation, driven by a diverse economy, strategic investment, and a bold commitment to enhancing quality of life.

From 2020 to 2021, **Saline County experienced the highest percentage of economic growth in Kansas—a 12.4% increase in GDP**—thanks to over **\$3 billion in private investment** from companies like **Great Plains-Kubota** and **Schwan's Company**, adding **\$341 million** to the local economy. And that momentum is continuing. Salina's strong public-private partnerships, proactive planning, and ongoing housing and infrastructure investments position the city for **sustained growth and long-term opportunity**.

One of the most visible signs of Salina's progress is its revitalized downtown, a vibrant destination brought to life through strategic leadership, strong community involvement, and significant private investment. Since 2020, Salina has reimagined its downtown with improved pedestrian walkways, new dining and retail establishments, entertainment venues, residential units, and modern hotel accommodations.

Key catalyst projects — such as the Salina Fieldhouse, Homewood Suites hotel, The Alley entertainment complex, and The Garage — have helped make downtown a true regional destination for culture, commerce, and connection.

Whether you're drawn by the career opportunities, the community spirit, or the chance to shape a city on the rise, Salina is a place where you can do meaningful work and enjoy a high quality of life in return.



WHY WORK WITH US...

Our mission is simple but powerful: **We support opportunities, address community challenges, and enhance quality of life through hands-on engagement and responsive local services.**

We live by our motto—**Keep doing the next right thing**—and ground our work in the values of **Candor, Character, and Synergy**. Our department fosters a culture where every employee feels **valued, safe, and empowered**. Through that culture, we're able to serve our community as a trusted, collaborative force for progress.



We're also fun!

WHAT WE'VE RECENTLY ACCOMPLISHED:

- Secured **\$999,999** in Federal Home Loan Bank funding and **\$300,000** in CDBG funds for housing rehab in 2024–25.
- Created **two RHID districts** and received **two MIH grants**, supporting over 250 new owner-occupied housing units.
- Helped the City secure **\$25 million** in ARPA funds for 500 new market-rate apartments—the second-largest single ARPA allocation in Kansas.
- Digitized all permitting and licensing workflows with the GovBuilt platform and scanned over **4,000** records into Laserfiche for greater transparency and access.
- Revised and **streamlined** the City's special event process, implemented a reservation system, and formalized application guidelines and fee structures.



ABOUT THE DEPARTMENT:

We're a 24-person department led by a seasoned Director with over 20 years of experience and who is AICP. Our work spans **planning and zoning, building services, property maintenance, housing development and incentives, civil rights enforcement, and administrative support**. We manage seven boards and commissions, including the Planning Commission.

We're also known for having **one of the fastest permitting processes in the state**—with commercial and residential building permits issued in just 10 days. Our **Design Review Team (DRT)** meets weekly to support developers through free consultations and collaborative project feedback. We also coordinate the City's special event process, partnering with nine departments to support community-wide events.



WHAT'S AHEAD:

There's never been a more exciting time to join our team. We're gearing up for several transformative projects:

1. **A full update to the City's Comprehensive Plan**
2. **A complete rewrite of the Zoning Code**
3. **Implementation of Phase II (2026–2030) of the Live Salina Housing Plan**
4. **Creation of a Homelessness Report and Strategic Plan**

You'll be on the front lines of these efforts, helping to guide community conversations and ensure regulations and plans align with Salina's future vision.

If you're ready to bring your planning and zoning expertise to a high-performing, mission-driven team—and you want your work to truly make a difference—apply today and help us keep doing the next right thing.

COMPENSATION AND BENEFITS

SALARY RANGE: \$81,259 – \$130,016

COMPETITIVE VACATION LEAVE ACCRUALS
PAID SICK LEAVE ACCRUALS
12 PAID HOLIDAYS + PERSONAL DAY
TRAVEL & TRAINING BUDGET
HEALTH INSURANCE | LIFE INSURANCE
DENTAL INSURANCE | VISION INSURANCE
KPRS EMPLOYER | SAVINGS PLAN
LONGEVITY PAY | CAFETERIA PLAN
PHONE & VEHICLE STIPEND



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APPLY AT: [HTTPS://JOBS.SALINA-KS.GOV/](https://jobs.salina-ks.gov/)

LEARN MORE ABOUT US:

[IMAGINE SALINA](#)

[ADOPTED COMPREHENSIVE PLAN](#)

[2016 LIVE SALINA PLAN](#) | [2022 SUPPLEMENT](#)

[DEPARTMENT WEBSITE](#)

[CITY WEBSITE](#)

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Planning & Zoning Admin.

GR: 118 FLSA: Exempt

DATE: 05/08/2025

DEPARTMENT: Development Services.

DIVISION: Planning and Zoning

REPORTS TO: Dir. of Comm. & Dev. Serv.

APPROVED: _____

JOB CODE: 4028

GENERAL DESCRIPTION:

Under the general supervision of the Director of Community & Development Services, the Zoning Administrator plans, organizes, and performs supervisory and administrative duties of the Planning Division. Coordinates the review, administration, and enforcement of zoning ordinances and any applicable adopted plans. Work varies requiring complex interpretive judgment within prescribed standards and procedures.

TYPICAL DUTIES:

- **Reviews and Processes Applications:** Manages the intake, review, and analysis of development applications to ensure compliance with Zoning and Subdivision Regulations; ensures timely and accurate processing throughout all phases of the approval process.
- **Board and Commission Liaison:** Serves as the primary liaison to the Planning Commission, Board of Zoning Appeals, Design Review Board, and Heritage Commission; oversees and administers public meeting logistics including agenda preparation, packet assembly, notifications, minutes, and ensures adherence to all applicable local, state, and federal requirements.
- **Permit Oversight and Technical Review:** Leads the review of permit applications for compliance with zoning codes; facilitates the issuance of permits through the City's online permitting system and applies technical expertise in permit-related software platforms.
- **Code Enforcement and Compliance:** Investigates potential zoning code violations and promotes voluntary compliance; communicates corrective actions to property owners and applicants; maintains detailed case records using department software, including inspection notes, photographs, and other documentation.
- **Staff Leadership and Supervision:** Recruits, trains, and evaluates division staff; coordinates professional development and addresses performance issues through consistent and thorough performance management; monitors and balances staff workloads across zoning, permitting, enforcement, and project areas.
- **Customer and Stakeholder Guidance:** Provides professional guidance to the public, including developers, engineers, architects, and planners, on land use and planning matters; prepares comprehensive reviews and reports for Development Review Team meetings.
- **Process Improvement and Innovation:** Supports the department's strategic process improvement initiatives aimed at enhancing service delivery, operational efficiency, and customer satisfaction; collaborates with leadership to foster a culture of continuous improvement.
- **Community Representation:** Represents the department at public hearings, city meetings, and with community groups and stakeholders; effectively communicates planning goals, regulatory requirements, and policy decisions.
- **Planning and Policy Development:** Contributes to the development and implementation of community development plans; executes directives from the City Commission, Planning Commission, and City Manager related to physical development and land use policy.
- **Research and Technical Analysis:** Conducts complex research and policy analysis on development proposals and regulatory issues; prepares technical reports, drafts policies, and maintains a comprehensive record of related data and documentation; handles sensitive and confidential information as required.
- **Special Projects and Additional Duties:** Completes special projects and other assignments as delegated by the Director.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Trains and supervises planning staff.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Bachelor's degree in urban planning, public administration or a related field and five years of experience in planning, community development or city management. Master's degree is strongly preferred. Possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

This position has a 40-minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

- Understand, interpret and communicate code requirements thoroughly and accurately, both written and oral. (Daily)
- Maintain and continually upgrade knowledge of the principles and practices of planning and community development. (Daily)
- Efficiently and effectively review building plans and permit applications. (Daily)
- Navigate plan review programs, enforcement cases, reports, and electronic communication. (Daily)
- Enforce zoning code requirements and act on violations once discovered. (Daily)
- Assess situations, solve problems, and work effectively within deadlines and changes in work priorities. (Daily)
- Respond promptly, courteously and professionally to inquiries, concerns and complaints. (Daily)
- Establish effective working relationships and use good judgment, initiative and resourcefulness when interacting with builders, architects, planners, property owners, the public, and elected officials. (Daily)
- Demonstrate relationship-building skills, have a comfortable public presence and convey multiple departments', agencies', and community interests. (Daily)
- Display strong leadership skills with the ability to give direction and establish measurable goals. (Daily)
- Demonstrate strong project management skills including ability to meet deadlines, and define, measure, and evaluate results. (Daily)
- Produce accurate technical reports and other correspondence. (Daily)
- Notifies department head on significant scheduling concerns, workload difficulties and related issues on assigned projects. (Weekly)
- Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)
- Develop alternative methods to resolve code conflicts. (Daily)
- Perform on-site inspections of properties relating to zoning, planning, plating and property development. (Weekly)
- Develop new processes, update existing process documents, implement and verify process changes, ensuring departmental readiness by developing appropriate training and communication plans. (Weekly)
- Prepare, organize and file physical and electronic records including but not limited to permits, plats, inspections, reports and other documents. (Daily)
- Maintain and improve knowledge of office procedures, city operations and policies. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand.

Walking: Minimal amount required.

Stooping/Bending: Frequently.

Stand/Sit: Sit about 70 percent of the time.

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential job functions.

Color Vision: Adequate to perform essential job functions.

Hearing: Adequate to perform essential functions.

Speech: Frequently express ideas and be understood.

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability.

Manual Dexterity: Frequently operates equipment requiring moderate ability.

Inside/Outside: Predominantly inside and occasionally outside.

Cold/Heat: Controlled.

Wet/Dry: Controlled.

Noise/Vibrations: Office equipment.

Hazards: None.

Fumes/Dust/Odors: None.

Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically written material.

Ability to listen and apply information and instructions.

Ability to communicate effectively, both orally and in writing.

Ability to understand mathematical concepts to include basic arithmetic.

TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, calculator, vehicle, phone, and scanner. Proficiency in the use of computer software including Microsoft Word, Excel, Power Point, Outlook and Access.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.