



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	DEVELOPMENT SPECIALIST I	<b>Department:</b>	MULTI
<b>Job Code:</b>	2118	<b>Status:</b>	NONEXEMPT
		<b>Grade:</b>	NE-6

### Summary

This is responsible professional and technical work receiving, reviewing, analyzing, and processing of various applications, data, and programs utilized in public and private municipal development. Professional work in planning and development economic, social, neighborhood development or neighborhood energy conservation and weatherization programs.

Work involves responsibility for performing the more complex and difficult assignments requiring considerable program research, analysis, evaluation and design skills. Duties are performed under the direction of a section or division head, though the employee is expected to exhibit reasonable independence, resourcefulness and initiative in executing assigned duties and responsibilities. Work is reviewed through direct observation, submitted reports and conferences relating to established departmental goals, objectives and work results standards.

### Duties and Responsibilities

- May lead the operation of various parts and/or functions of programs including assigned personnel, fiscal and contract services.
- Performs more difficult analysis of the economic and/or social implications of development proposals, land-use plans, zoning issues, associated applications for infrastructure and building plans, socio-economic programs, and related matters having development implications.
- Provides a full range of technical support services to participants and contractors in development programs, energy conservation and weatherization programs; develops recommendations for program procedures, changes, modification of technical requirements and applications for programs' execution.
- Establishes contacts and develops rapport with community groups having a major interest in planning and development, and offers technical assistance including grant writing as directed.
- Performs multi-discipline planning or development tasks as assigned.
- Performs more difficult research and analysis and makes recommendations relative to current development matters, data development and maintenance, GIS and mapping, and development matters including grant applications.

**Duties and Responsibilities (cont.)**

- Develops and maintains relations with a wide variety of governmental and private agencies and groups.
- Advises developers regarding the feasibility of their development proposals.
- Develops and administers training programs in development services, grant preparation, budgetary matters, funding sources, energy conservation, housing and other areas of concern.
- Assists superiors in the preparation of material for presentation before the City Council, Board of Zoning Adjustment, City Planning Commission, and other public bodies or local community groups.
- Maintains project records in software database along with other public records and makes reports as required.
- Performs complex searches and compilation of information for staff, other agencies, and the public.
- Provides verbal and written information to contractors, design professionals, and the public relative to city ordinances, building and zoning code, policies, and processes for various permits and land use matters.
- Reviews site plan applications, and permit applications with established checklists, codes, ordinances, building and zoning code, policies, and procedures to ensure accuracy and completeness of information submitted.
- Performs related duties as required.

**Technical Skills**

Considerable knowledge of:  
The principles and practices of urban economics, sociology, multi-disciplinary social science, urban social science, or energy conservation and weatherization programs.  
Urban government and urban political processes.  
The principles of research, analysis, standard statistical procedures, and sources of socio-economic and other required information.  
Current literature and recent developments in the field of urban planning, socio-economic development, energy conservation and weatherization programs.  
Technical aspects of municipal building and zoning code, general community development processes, and procedures relating to construction and weatherization practices.

Ability to:

Analyze material on social and economic problems and to present conclusions and recommendations clearly and concisely for both oral and written reports.  
Supervise professional, technical, and clerical personnel engaged in routine economic or social development work.  
Establish and maintain effective working relationships with contractors, design professionals, associates, subordinates, municipal officials, community representatives, developers, and members of the general public.

**Education and Experience**

Accredited Bachelor's degree in economics, sociology, multi-disciplinary social science or urban affairs, urban planning, public or business administration, engineering, or architecture.

OR

High school graduation and four (4) years of professional experience in economic or community development work, urban planning, building codes administration, engineering, architecture, neighborhood development programs, public arts programming, public procurement, collection management, historic preservation and conversation, or community engagement

**Certificates/  
Licenses/Special  
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory  
Responsibility**

Supervision may be exercised over subordinate professional, technical and clerical staff.

**Supervision  
Received**

Work is performed under general supervision of a professional superior.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**

4/73

**Revised**

1/85, 10/92, 9/06, 11/16, 10/21,8/2022 , 01/2024, 7/2024, 2/2025