



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	DEVELOPMENT SPECIALIST II	<b>Department:</b>	MULTI
<b>Job Code:</b>	2119	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	EX3

### Summary

This is responsible administrative and professional work in supervising a program or section of a major division in planning and development, economic, social, and neighborhood development programs.

Under general professional or policy direction, an employee supervises and administers activities in economic or social development which usually requires the analysis and presentation of social and economic data, as well as meeting and consulting with other governmental officials and the general public. An employee is expected to exercise considerable independence of judgment in meeting project and work schedules. Work is reviewed through evaluation of oral and written reports, discussions, and conferences.

### Duties and Responsibilities

- Supervises analysis and the formulation of recommendations concerning development proposals, land-use plans, zoning issues, socio-economic programs, associated applications for infrastructure and building plans and urban public policy matters having development ramifications.
- Supervises staff involvement with departments, residents, contractors and other constituents which have a major interest in planning and development decisions.
- Serves on, or supervises subordinate staff involvement in, multi-discipline teams assigned specific planning or development tasks.
- Prepares analyses and recommendations relative to current development matters.
- Performs research and technical analysis for the more complex projects and presents staff reports and recommendations at public meetings.
- Advises subordinate personnel in solving difficult assignments, reviewing objectives, methodology and results of assigned projects.
- Assists in preparing and reviewing requests of the departmental budget, interviewing prospective employees, training new employees, and in establishing departmental policies.
- 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 more complex 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.

<b>Technical Skills</b>	<p>Thorough knowledge of:  The principles and practices of urban economics, sociology, multi-disciplinary urban social science programs, and/or more generalized multi-disciplinary social science programs.  Urban government and urban political processes.  Current literature and recent developments in the fields of urban planning and development and socio-economic development.  The principles of research, analysis, standard statistical procedures and sources of socio-economic information.</p> <p>Ability to:  Prepare and present technical information clearly and concisely in an interesting manner to professional and community groups and to the general public.  Direct, coordinate, and supervise the activities of professional, technical, and clerical subordinates.  Establish and maintain effective working relationships with associates, subordinates, municipal officials, board and commission members, developers, representatives of other agencies and communities, and the general public.</p>
<b>Education and Experience</b>	<p>Accredited Bachelor's degree and two (2) years professional experience in economic or community development work, planning, building codes administration, engineering, architecture, or neighborhood development programs</p> <p>OR</p> <p>Master's degree in economics, sociology, multi-disciplinary social science or urban affairs, urban planning, public or business administration, engineering, or architecture.</p> <p>OR</p> <p>High school graduation and six (6) 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.</p>
<b>Certificates/ Licenses/Special Requirements</b>	<p>Must pass a background check as prescribed by the City.</p>
<b>Supervisory Responsibility</b>	
<b>Supervision Received</b>	<p>Supervision is exercised over a staff of professional, technical, and clerical personnel.</p> <p>Work is performed under general supervision of a professional superior.</p>
<b>Created Revised</b>	<p>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.</p> <p>4/73</p> <p>10/92, 9/06, 10/21, 6/2022, 8/2022 , 01/2024,7/2024, 2/2025</p>