



City of Kansas City, Missouri Job Class Specification

Job Title:	DEVELOPMENT SPECIALIST III	Department:	MUTLI
Job Code:	2120	Status:	EXEMPT
		Grade:	EX4

Summary This is highly responsible administrative and/or technical and professional work of the highest level directing planning and development, economic, social and neighborhood development programs.

Work involves responsibility for the administration, coordination, and supervision of a major division of social or economic development, or highly specialized professional work in economic or social development. Work primarily involves responsibility for carrying through to completion projects of a community-wide or regional nature. Work assignments are received through consultation with the Director and/or the Assistant Director. An employee of this class is expected to exercise an extensive amount of independence in designing and completing projects. Work is reviewed for the extent to which it meets the objectives and goals of the department.

Duties and Responsibilities

- Directs and coordinates professional, technical, and clerical personnel engaged in assessing the economic and/or social implications of development proposals, associated applications for infrastructure and building plans, land-use plans, zoning issues, socio-economic programs and urban public policy matters having development implications.
- Supervises staff involvement with departments, residents, contractors and other constituents which have a major interest in planning and development decisions.
- Supervises staff or serves on multi-discipline teams assigned specific planning or development tasks; supervises analysis and recommendations relative to current development matters.
- Performs research and analysis for the more complex projects and presents findings and recommendations at public meetings; speaks before professional, civic, and neighborhood organizations on various development subjects.
- Advises subordinate personnel in solving difficult assignments, reviewing objectives, methodology, and results of assigned programs.
- Assists the Director and/or Deputy Director in the formulation of planning and development, economic, social, and neighborhood programs; prepares and reviews program time, cost estimates, program schedules, and general work programs.
- Assists in the development of departmental objectives and policies through consultation with the Director, Deputy Director, and other division heads.
- Performs related duties as required.

Technical Skills

Extensive knowledge of:
The principles and practices of urban planning and development economics, sociology, multi-disciplinary urban social sciences, or more generalized multi-disciplinary social sciences.
Urban government and urban political processes.
Current literature and recent developments in social and economic development and/or urban planning and development.

Ability to:
Present clearly, concisely, and in interesting manner technical information to interested groups and the general public.
Perform and supervise technical research studies, analysis, and the presentation of the results of such research.
Establish and maintain effective working relationships with associates, subordinates, municipal officials, board and commission members, developers, representatives of other agencies and local communities, and the general public.
Direct, coordinate, and supervise the activities of an assigned division responsible for a major aspect of the overall development program.

Education and Experience

Accredited Bachelor's degree and four (4) years professional experience in economic or community development work, planning, building codes administration, engineering, architecture, or neighborhood development programs
OR
Master's degree in economics, sociology, multi-disciplinary social science or urban affairs, urban planning, public or business administration, engineering, architecture and two (2) years professional experience in economic or community development work, planning, building codes administration, engineering, architecture, or neighborhood development programs.
OR
High school graduation and eight (8) 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
Received**

Supervision is exercised over a staff of professional, technical, and clerical personnel.

Work is performed under general direction with wide latitude for the exercise of independent initiative and judgment.

**Created
Revised**

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.

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9/06, 10/2021, 6/2022, 8/2022, 01/2024, 7/2024, 2/2025