



**Supervisory  
Responsibility**

Supervision is exercised over administrative personnel.

**Supervision  
Received**

Work is performed under general supervision of the Mayor Pro Tem.

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**

9/2023

**Revised**