



City of Kansas City, Missouri Job Class Specification

Job Title: LEAD PLANNER

Department: MULTI

Job Code: 2122

Status: EXEMPT

Grade: EX-4

Summary

This is responsible administrative and professional work in directing a program or section of a major division of the department.

Work involves responsibility, under general professional direction, to administer a comprehensive zoning ordinance, or supervise a design section, a long range planning, community renewal, or other special program or a research and information section. Work involves the gathering, analysis, and presentation of social and economic data necessary for the development of the general plan, current planning and zoning projects and problems, as well as meeting and consulting with other governmental officials and the general public on matters pertaining to the specific area of assignment or specialization. Work is reviewed through evaluation of oral and written reports and through discussions and conferences.

Duties and Responsibilities

- Supervises and coordinates professional, technical, and clerical personnel engaged in preparing current and advanced land use plans of a routine to comprehensive and complex character, in administering a comprehensive zoning ordinance and in assembling and interpreting economic, social, and related data for planning projects.
- Acts as technical advisor to subordinate personnel in solving difficult assignments and in reviewing the objectives, techniques of execution, and resultant findings of assigned planning projects.
- Assists in preparing and reviewing requests of the departmental budget, interviewing prospective employees, training new employees, and in establishing departmental policies.
- Performs research, planning, and technical analysis for the more complex planning projects; presents staff reports and recommendations at public meetings.
- Prepares comprehensive reports based upon careful research and study of planning, zoning, renewal, and related problems.
- Performs related duties as required.

Technical Skills	Thorough knowledge of: The principles and practices of urban planning.
	Considerable knowledge of: Economics, municipal finance, and sociology as applied to planning. Common state statutes and municipal ordinance and code provisions pertaining to planning, zoning, and urban renewal programs. Municipal agencies and legal procedures in connection with planning, zoning, and urban renewal programs.
	Ability to: Direct, coordinate, and supervise the activities of professional, technical, and clerical subordinates. Prepare and present technical information clearly and in an interesting manner to professional groups and to the general public. Establish and maintain effective working relationships with associates, subordinates, municipal officials, board and commission members, representatives of other agencies, and the general public.
Education and Experience	Accredited Bachelor's degree with major course work in one of the social sciences, engineering, city planning, landscape architecture, or architecture, supplemented by the completion of a master's degree in planning; and two (2) years professional experience in city, regional, or urban planning work; Or Accredited Bachelor's degree with major course work in one of the social sciences, engineering, city planning, landscape architecture or architecture; and four (4) years of professional experience in city, regional, or urban planning work including two (2) years at the level of Planner.
Certificates/ Licenses/Special Requirements	May require American Institute of Certified Planners certification - (AICP) Must pass a physical examination as prescribed by the City. Will be required to pass a reemployment drug screen.
Supervisory Responsibility	Must pass a background check as prescribed by the City.
Supervision Received	Supervision may be exercised over a staff of professional, technical and clerical personnel. Work is performed under general direction.
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. 4/73 9/06, 1/08, 12/2020, 8/2022, 01/2024