



## City of Kansas City, Missouri Job Class Specification

**Job Title:** MANAGER OF DEVELOPMENT FINANCE      **Department:** FINANCE  
**Job Code:** 1167      **Status:** EXEMPT      **Grade:** EX-7

### Summary

This position requires highly responsible professional, administrative, and managerial work that provides the financial and analytical support for all development activity within the City that requests City subsidy. The incumbent will provide operational support for currently subsidized projects. The Manager of Development Finance frequently must instruct subordinates in revised procedures or in new developments in the application of changing legal interpretations regarding the work performed. Work is reviewed through periodic conferences and through evaluation of the adequacy within which desired results are obtained.

### Duties and Responsibilities

- Understands and over sees the use of financial feasibility analyses by the various agencies who act on behalf of the City with regard to economic development. These include, but are not limited to, the IDA, PIEA, LCRA, TIF Commission and the Economic Development Corporation.
- Understands and operates within the parameters of Development policy of the City, State and Federal Government.
- Approves standards, procedures, practices and guidelines that impact functional and/or operational area(s) within the manager's scope of responsibility and directs their implementation.
- Analyzes and records significant and/or complex transactions.
- Develops or changes economic development policies to comply with new standards.
- Establishes policies for the acceptance of cooperative agreements with agencies and the accounting for collection and remittance of funds that go agencies or bondholders for the purpose of economic development.
- Plans and coordinates implementation of computer and electronic systems to employ latest technology.
- Establishes the criteria for the City to use in the process of determining subsidy for a development project.
- Ensures that subordinates comply with established laws, ordinances, and related regulations; prepares legislative initiatives to achieve maximum results for section activities.
- Determines objectives and policies of the section to carry out priorities of the Director of Finance.
- Performs related duties as required.

## Technical Skills

Thorough knowledge of:

City, state and federal policies related to economic development  
Modern office practices, procedures, and equipment.

Ability to:

- Plan, organize, and supervise the work of a moderately large number of employees
- Review and revise systems and procedures as the need arises.
- Make accurate and concise interpretations of existing codes, ordinances, laws, and regulations.
- Established and maintain effective working relationships with business proprietors and others under circumstances requiring the utmost discretion and tact.
- Establish and maintain effective working relationships with associates, subordinates, governmental officials, and the general public.
- Exercise mature judgement and discretion in the analysis, interpretation, and reporting of research findings.

## Education and Experience

Accredited Master's degree in accounting, finance, economics, business administration, public administration, or related field, plus five (5) years of experience as a financial analyst in a public or private development or construction organization, including a minimum of three (3) years as a supervisor.

OR

Accredited Bachelor's degree with major course work in accounting, finance, economics, business administration, public administration or related field and seven (7) years experience as a financial analyst in a public or private development or construction organization, including a minimum of three (3) years as a supervisor

## Certificates/ Licenses/Special Requirements

Must pass a background check as prescribed by the City.

## Supervisory Responsibility

## Supervision Received

Supervision is exercised over technical, administrative and clerical personnel.

## Created

## Revised

Work is performed under general administrative supervision.

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.

3/06

9/06, 7/18, 8/2022