



City of Kansas City, Missouri Job Class Specification

Job Title: PLANNER

Department: MULTI

Job Code: 2121

Status: EXEMPT

Grade: EX-2

Summary

This is beginning level professional planning work in the field and office involving the gathering, analysis, and reporting of social, economic, and engineering data for planning purposes.

Work involves responsibility for varied assignments in the field of planning which require skill in research and the application of fundamental planning knowledge. Although assigned projects are performed within the design and procedural framework established by higher level professional planners, an incumbent performs with progressively greater independence as the employee compiles factual information into comprehensive reports which will be of use to planning authorities in formulating details of city plans. Work is reviewed for the extent to which it contributes to the objectives and goals established by the planning staff as well as the extent to which it develops the individual employee's creative planning ability.

Duties and Responsibilities

- Performs moderately difficult and complex planning assignments such as the preparation of project outlines, selection of data sources and detailing of plans for reports of capital improvements, elements of a master plan, and major zoning changes.
- Assembles and initially interprets economic and social research data as these data apply to the completion of transportation, urban redevelopment, economic base, and general land use planning programs.
- Studies existing land conditions in order to prepare recommendations for desirable uses of land, freeway and interchange locations and designs; provides general and specific technical information to groups and individuals concerning planning activities in the metropolitan area.
- Assists in the supervision of technical and clerical personnel engaged in preparing maps and drafting reports; gathers and correlates preliminary material and information on planning, urban renewal and zoning matters in the formulation and maintenance of the master plan.
- Makes analyses, investigations, and preliminary determinations and recommendations on current and advanced planning, economic and social research, and zoning problems; prepares draft reports and correspondence pertaining to assigned phases of work.
- Assists in planning research records, projects and developing research methods and procedures as well as maintaining appropriate records, files, and exhibits.
- Assists superiors in the preparation of material for presentation before various boards and commissions.
- Reviews and analyzes applications for zoning amendments and variances, street dedications and vacations as submitted to appropriate boards and commissions; submits staff recommendations concerning zoning and planning matters,

- Prepares recommendations relative to current planning matters; reviews subdivision plans for compliance with applicable regulations; reviews and analyzes urban redevelopment proposals and plans to determine general compliance with municipal and federal agreements, laws, and recommendations; prepares studies, and makes recommendations on public and private land uses.
- Supervises and assists in the compilation of economic, social, engineering, and related data used in the analysis of community planning problems; conducts studies and prepares recommendations and plans on urban rehabilitation, urban transportation, conservation, and redevelopment of major blighted areas.
- Performs related duties as required

Technical Skills

Working knowledge of:

The principles and practices of planning, as they pertain to the design and development of urban areas, zoning, and community renewal activities.

Common municipal charter provisions and ordinances, codes, and regulations pertaining to planning, zoning, and urban renewal programs.

Some knowledge of:

The principles of research, standard statistical procedures and sources of social and economic information.

Current literature and recent developments in the field of planning.

Ability to:

Analyze and systematically compile technical and statistical information and to prepare and present technical reports clearly and in an interesting manner.

Supervise technical and clerical personnel engaged in routine planning, zoning, and renewal work.

Establish and maintain effective working relationships with associates, municipal officials, and members of the general public.

Education and Experience

Accredited Bachelor's degree in geography, land surveying, engineering, planning, urban studies, landscape architecture or architecture.

Or

An equivalent combination of qualifying education and experience in one or more of the above disciplines.

Certificates/ Licenses/Special Requirements Supervisory Responsibility

Must pass a background check as prescribed by the City.

Supervision may be exercised over technical and clerical personnel.

Supervision Received

Work is performed under close to general 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.

Created

4/73

Revised

4/76, 9/06, 1/08, 11/16, 12/2020, 3/2022,8/22, 5/23