



City of Kansas City, Missouri Job Class Specification

Job Title: PLANNING MANAGER

Department: MULTI

Job Code: 2116

Status: EXEMPT

Grade: EX6

Summary

This is highly responsible administrative and professional planning work as a division head directing major development programs involving the advanced planning or current planning municipal projects.

Work involves responsibility at the discretion of the Director for the administration, coordination, and supervision of a advanced or current planning division. Work primarily involves responsibility for carrying through to completion planning projects of a community wide or regional nature. Work assignments are received through consultations with the Director regarding various community planning needs and problems. Once the problem area is roughly defined, an employee of this class is expected to exercise a considerable amount of independence in designing the project and carrying it through to completion. Work is reviewed for the extent to which it assists in defining the objectives and goals of the department as well as the extent to which it contributes to those objectives and goals.

Duties and Responsibilities

- Supervises and coordinates professional, technical, and clerical personnel engaged in preparing land use plans of a comprehensive and complex character, in assembling and interpreting economic, social, and related data for city planning projects and in administering a comprehensive community and urban renewal program.
- Acts as technical advisor to subordinate personnel in solving difficult assignments and in reviewing the objectives, techniques, or resultant findings of assigned programs.
- Performs research, planning, and technical analysis for more complex planning projects; supervises the preparation of comprehensive reports based upon careful research and study of planning and related problems.
- Assists in the development of departmental objectives and policies through consultation with the Director and other division heads on planning operations, activities, programs, and plans.
- Assists the Director in the formulation of advanced or current planning programs; prepares and reviews program time, cost estimates, and program schedules and other technical planning reports and proposals.
- Confers with officials and other representatives of federal, state, and local governmental agencies, consultants, neighborhood, and community groups on problems related to planning programs, projects, and plans.
- Speaks before professional, civic, and neighborhood organizations on various planning programs.
- Prepares budget estimates for the assigned division and assists in the development of departmental objectives, goals, and programs.
- Develops and supervises training programs for new technical personnel.
- Maintains necessary records and prepares reports.
- Performs related duties as required.

Technical Skills

Extensive knowledge of:

The principles and practices of urban planning.

Thorough knowledge of:

Economics, municipal finance, sociology, and community organization as applied to urban planning.

Common ordinances, and codes and regulations pertaining to planning, zoning, and urban renewal, and related activities of a municipal government.

Municipal agencies and legal procedures in connection with planning, zoning, urban renewal programs.

Ability to:

Direct, coordinate, and supervise the activities of an assigned division responsible for a major aspect of the overall planning program.

Perform and supervise technical research studies and to supervise the work of assigned staff in the study, analysis, and presentation of the results of such research.

Present clearly and in interesting manner technical information to lay and professional groups and the general public.

Provide effective leadership and to establish and maintain effective working relationships with subordinates, municipal officials, representatives of other agencies, and the general public.

Design, plan, organize and direct extensive planning programs.

Express facts and ideas clearly and concisely, orally and in writing.

Education and Experience

Accredited Master's degree in Planning and four (4) years responsible professional experience in city, regional, or urban planning work

OR

Accredited Bachelor's degree and six (6) years of professional experience in city, regional, or urban planning work including three (3) years at the level of Planner.

**Certificates/
Licenses/Special
Requirements**

May require American Institute of Certified Planners certification - (AICP)

Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

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

**Supervision
Received**

Work is performed under general professional direction.

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

08/2022

Revised