



City of Kansas City, Missouri Job Class Specification

Job Title: PLANNING SUPERVISOR

Department: MULTI

Job Code: 2127

Status: EXEMPT

Grade: EX5

Summary

This is responsible professional planning work as a supervisor directing development programs involving the planning or current planning programs.

Work involves responsibility at the discretion of the Planning Manager for the administration, coordination, and supervision of an advanced or current planning work group. Work primarily involves responsibility for carrying through to completion planning projects of a community wide or regional nature. Work assignments are received through assignment of Planning Manager regarding various community planning needs and problems. Employee of this class is expected to exercise a considerable amount of independence in designing and supervising employees involved planning projects and carrying them through to completion. Work is reviewed for the extent to which it assists in defining the objectives and goals of the division as well as the extent to which it contributes to those objectives and goals

Duties and Responsibilities

- Supervises and coordinates assigned 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 Planning Manager and on planning operations, activities, programs, plans.
- Assists in preparing and reviewing requests of the divisional budget, interviewing prospective employees, training new employees, and in directing divisional operational processes.
- Reviews and approves prepared comprehensive reports on planning, zoning, renewal, and related problems.
- Develops and supervises training programs for personnel.
- Maintains necessary records and prepares reports on assigned work group activities and progress.
- 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 three (3) years responsible professional experience in city, regional, or urban planning work;

OR

Accredited Bachelor's degree and five (5) years of professional experience in city, regional, or urban planning work including two (2) years professional work in directing a program or section.

**Certificates/
Licenses/Special
Requirements**

May require American Institute of Certified Planners certification - (AICP) or Missouri registered Professional Landscape Architect.

Must pass a background check and pre-employment drug screen 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

02/2024