



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	PLANNING TECHNICIAN	<b>Department:</b>	MULTI
<b>Job Code:</b>	2104	<b>Status:</b>	NONEXEMPT
		<b>Grade:</b>	L-3

### Summary

This is highly skilled and specialized drafting and illustrating work in the production of the more complex plans and graphics of the planning and related municipal departments.

Work involves responsibility for the preparation of illustrations and maps requiring the application of cartographic and planning illustration techniques. Employees of this class perform special assignments in the preparation of annual reports, pamphlets, brochures and other publications dealing with municipal planning and capital improvement projects. Employees are required to exercise considerable artistic and creative abilities, as well as independent judgment, in carrying each assignment to completion.

### Duties and Responsibilities

- Prepares cartographic revisions of base maps; confers with professional planners to determine desired results and reasons for proposed planning projects; determines the most practical method, process and material to be used in the illustration of desired planning results.
- Plots present or proposed plans on existing maps in order to illustrate or emphasize specific ideas or physical features.
- Develops original ideas which are incorporated appropriately into various booklets, pamphlets, brochures, charts, maps and plans for presentation to the general public, commissions, council and to various governmental jurisdictions.
- Participates in making various planning studies, such as population counts and projections, housing rehabilitation studies, business district plans and for master plan mapping and other similar projects.
- Prepares a wide variety of illustrative materials for use of municipal departments such as seals, stickers, letterheads, posters, charts, sketches, diagrams, maps and related materials.
- Independently prepares material for presentation before the City Council, Board of Zoning Adjustment, City Planning Commission and other public bodies or local community groups.
- Maintains appropriate records, files and exhibits.
- Performs related work as required.

**Technical Skills**

- Must demonstrate knowledge of the techniques of planning illustration and reproduction; cartographic surveys, displays, plans and legal descriptions; cartographic and drafting instruments, symbols and equipment.
- Must demonstrate working knowledge of the methods of conducting research and field surveys requiring the collection, evaluation, tabulation and presentation of data.
- Must demonstrate ability to prepare rough sketches of planning ideas and to convert such sketches into finished illustrations and diagrams; prepare and make use of a wide variety of illustrating techniques in producing items for use in report or conference presentations.

**Education and Experience**

High school graduation and two (2) years experience in the various phases and techniques of planning illustration, including cartography and map work.

OR

An equivalent combination of education and experience.

**Certificates/  
Licenses/Special  
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory  
Responsibility**

None.

**Supervision  
Received**

Work is performed under 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** 9/06

**Revised** 8/2022