



City of Kansas City, Missouri Job Class Specification

Job Title:	SENIOR PLANNING TECHNICIAN	Department:	MULTI
Job Code:	2108	Status:	NONEXEMPT
		Grade:	NE-4

Summary

This is responsible and specialized technical work in the production of all plans and graphics of the planning department.

Work involves responsibility for performing highly technical and complex work in performing specialized drafting and illustrating work in the production of a large variety of plans and graphics of the planning and related municipal departments. Work is distinguished from that of lower classes by the greater variety and complexity of the work performed. Employees in this class are required to exercise considerable independent judgment in projects requiring specific artistic and creative abilities to complete according to established standards.

Duties and Responsibilities

- Prepares cartographic revisions of base maps, making various planning studies, building scale models of future areas and related technical planning work.
- Confers with planner to determine desired results for specific projects.
- Reviews work of subordinates to maintain adherence to established standards.
- Maintains central map file system of all maps and charts for the planning department; acts as liaison to printing office to secure all reproduction and printing work for the department.
- Independently performs cartographic work on special assignments; confers with professional planners to determine desired results for proposed planning projects; determines the most practical method, process and material to be used in the illustration of desired planning results.
- Participates in making various planning studies and directs subordinates in compiling data for population counts and projections, housing rehabilitation studies, business district plans and for master plan mapping and other similar projects.
- Utilizes a computer aided drafting and design system to create, modify, transfer, copy, store and plot graphic files in the preparation of drawings and other related engineering data.
- Prepares maps and/or layouts identifying structures, places and property lines.
- Prepares renderings of preliminary plans, details and final plans for modifications for new and existing structures and buildings.
- Performs related duties as required.

Technical Skills

Thorough knowledge of:
The techniques of planning illustration and reproduction.
Cartographic surveys, displays, plans and legal descriptions.
Cartographic and drafting instruments, symbols and equipment.

Considerable knowledge of:
Economics, finance and sociology as applied to cartographic and city planning drafting work.
The methods of conducting research and field surveys requiring the collection, evaluation, tabulation and presentation of data.

Ability to:
Review the work of subordinates.
Establish and maintain effective working relationships with subordinates, professional planning staff, other city employees and the general public.
Prepare and make use of a wide variety of illustrating techniques in producing items for use in reports or conference presentations.
Exercise imagination, initiative and creative ability.
Present facts clearly in graphic form.

Skill in:
The accurate use of cartographic and drafting instruments and equipment and materials for display and graphic presentation.

Education and Experience

High school graduation and five (5) years responsible experience in the various phases and techniques of planning illustration, including cartography and map work
OR
An equivalent combination of qualifying experience and education.

**Certificates/
Licenses/Special
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision may be exercised over assigned personnel.

**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

Revised

9/06

8/10,8/22