

Technical Skills

Extensive knowledge of:
Public administration principles and practices with particular reference to municipal administration and operations.
Basic laws, ordinances, and regulations underlying the municipal corporation.
Research methods, techniques, sources of information, and methods of report presentation.
City programs and problems and resources available to resolve municipal problems.

Ability to:
Organize and coordinate the efforts of several city departments with other governmental or private agencies to accomplish program goals or objectives.
Analyze a variety of administrative, operational, fiscal, and social problems and to make sound recommendations for solutions.
Develop working procedures and programs.
Express ideas effectively, both orally and in writing.
Maintain harmonious and effective working relationships with the Mayor, City Council, Assistant City Managers, employees, and the general public.

Education and Experience

Accredited Bachelor's degree and four (4) years of progressively responsible experience in managing public or private sector programs;

OR

An equivalent combination of qualifying education and experience

**Certificates/
Licenses/Special
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision or work direction may be exercised over professional and paraprofessional employees.

**Supervision
Received**

Work is performed under the general direction of the City Manager or an assigned designee.

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

8/01

Revised

3/03, 9/06, 7/11, 02/22, 8/22, 5/23 , 01/2024