

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Manager, Current Planning	<b>BAND/LEVEL:</b>	Mgmt IV
<b>DEPARTMENT:</b>	Planning & Development Services	<b>JOB NO:</b>	2350
<b>DIVISION:</b>	Current Planning	<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	Director, Planning & Development Services	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:</b> <input checked="" type="checkbox"/>	<b>PART-TIME:</b> <input type="checkbox"/>	<b>TEMPORARY:</b> <input type="checkbox"/>	<b>COST CENTER:</b> 601

**REPLACES:** Administrator, Current Planning

**DATE:** 2/24/04

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### JOB SUMMARY STATEMENT:

Oversees Current Planning Division work activities and supervises Current Planning staff. Coordinates the following activities: Agendas for Planning Commission and Board of Zoning Appeals, the review process of land use and development plan applications, preparation of staff comments for Planning Commission, Board of Zoning Appeals and City Council meetings, Planner of the Day program and divisional web presence. Consults with developers, architects and general public regarding zoning, land use and specific site plans for proposed development. Serves as Planner of the Day.

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### DUTIES AND RESPONSIBILITIES:

1. Coordinates preparation and distribution of agenda for Planning Commission, Board of Zoning Appeals and Landmark's Commission. Reviews all submitted applications for completeness, assigns order for agenda, and coordinates final preparation of agendas with administrative staff.
2. Coordinates the review of all land use and development applications. Assigns planners cases, assists in review, and meets with applicants as needed. Coordinates the Site Plan Review Committee. Assists in finding possible solutions to development issues. Coordinates the preparation of staff comments and recommendations for Planning Commission, City Council, Board of Zoning Appeals and other boards and committees as necessary. Makes presentations as appropriate.
3. Serve as Secretary of the Planning Commission. Ensures the correct operation of the Planning Commission, Board of Zoning Appeals and Landmark's Committee meetings. Verify quorums, coordinating with the Chair any special needs of the Commission, and updating all interested parties of agenda changes. Represents the Planning Commission at the City Council. Coordinates presentations to City Council to effectively communicate proposal and outstanding issues.
4. Responsible for the coordination of the Planning Commission's sub committees, including developing an agenda, taking minutes and ensuring compliance with open meeting requirements. Coordinates with the planners and applicants' appropriate applications to be reviewed by the committee, and assists in the resolution of any issues.
5. Consults with developers, architects, and general public in person or by phone regarding zoning, land use, and development matters. Coordinates and participates in public outreach opportunities to raise awareness of city planning objectives.
6. Coordinates the Planner of the Day program. Assists citizens by phone or in person answering a wide variety of inquiries regarding planning issues. Provides interpretations of the Unified Development Ordinance and other city regulations relating to land development and land use. Processes various types of applications. Answers questions about scheduling, application status and the public hearing process.
7. Provides assistance to the Long Range Planning staff on special studies and annual updates. Attends associated public meetings as required.
8. Identifies and makes recommendations regarding enhancements to division procedures, codes and guidelines and the development review process. Researches proposed amendments to the Unified Development Ordinance and other codes, policies and guidelines and makes recommendations to staff and review bodies.
9. Coordinates with IT Department and Current Planning staff to maintain the Current Planning division presence on the City's website.

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10. Manages or participates in special projects. Acts as liaison between staff, supporting committees and consultant. Makes appropriate recommendations to enhance outcome. Communicates study progress and results to staff, review bodies and public. Presents final proposals to Planning Commission and Governing Body.
11. Assists in development and monitoring of divisional budget.
12. Manages/supervises employees in Current Planning which includes interviewing applicants, selecting employees, conducting performance appraisals, making promotional and salary recommendations and handling disciplinary matters. Participates in and/or oversees training and developmental needs of staff, assign responsibilities, oversee work efforts, give assistance in the review of development proposals, and help interpret the City's ordinances, policies and guidelines.
13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Bachelor's Degree in planning, landscape architecture, urban design or a related field.

A Master's Degree preferred.

AICP certification and a bachelor's degree or license in a related field may be substituted for a Master's degree.

### **EXPERIENCE:**

Eight years urban planning experience with 2 years supervisory experience.

### **SKILLS:**

1. Excellent oral and written communication skills.
2. Negotiation skills.
3. Good listening skills.

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend city, state and federal regulations.
2. Ability to analyze complex problems and recommend possible solutions.
3. Analytical skills.
4. Diplomacy and judgement.
5. Ability to handle multiple tasks.
6. Ability to train and guide others.

### **PHYSICAL REQUIREMENTS:**

1. Hand and eye coordination adequate to input computer terminal.

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2. Visual stamina and acuity adequate to review alpha/numeric data.
3. Ability to make and receive phone calls.
4. Ability to sit and be attentive for extended periods of time.
5. Ability to speak to an individual or group for an extended period of time.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Direct            Senior Planners  
                      Senior Transportation Planner  
                      Planners  
                      Assistant Planner  
                      Planning Technician  
                      Senior Planning Technician  
                      Senior Engineering Technician  
                      Customer Service Representative  
                      Senior Customer Service Representative  
                      Administrative Assistants

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**