

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Planner, Senior	<b>BAND/LEVEL:</b>	Prof IV
<b>DEPARTMENT:</b>	Planning & Development Services	<b>JOB NO:</b>	2375
<b>DIVISION:</b>	Current Planning	<b>DATE:</b>	3/25/2012
<b>REPORTS TO:</b>	Manager, Current Planning	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:</b> _____	<b>PART-TIME:</b> _____	<b>TEMPORARY:</b> _____	<b>COST CENTER:</b> 601

**REPLACES:** Planner, Senior (Current Planning)

**DATE:** 09/2007

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### **JOB SUMMARY STATEMENT:**

Reviews and analyzes development proposals, prepares staff comments and provides staff support for various review bodies. Responds to Zoning and Development inquiries from staff and the general public. Participates on the Plan Review Committee. Serves as Planner of the Day. Coordinates updates of long range planning documents. Analyzes census data. Acts as staff coordinator for special projects and assigned boards. May perform managerial duties in absence of Current Planning Manager.

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### **DUTIES AND RESPONSIBILITIES:**

1. Serves on the Plan Review Committee. Act as project manager for assigned cases. Reviews development proposals to ensure compliance with City's development ordinances, adopted policies and guidelines. Coordinates communication with internal staff and applicants ensuring applicants are aware of issues, alternatives, deadlines, notice requirements and fees. Prepares a staff report and stipulations for presentation to the appropriate review body. Coordinates supporting maps, plans and other documents to effectively communicate proposals to the review body, general public and for placement on the web.
2. Prepares updates to the Comprehensive Plan, Annual Development Report and related documents and maps. Compiles data related to land use, population, housing and development for use in updating long range planning documents. Prepares written analysis and reports. Identifies need for and prepares special studies related to land use issues. Coordinates all map changes with the GIS Analyst. Makes presentations to the public and review bodies. Prepares documents for placement on the web.
3. Serves as Planner of the Day on a rotating basis. 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.
4. Reviews construction plans for assigned developments against plans approved by Planning Commission. Completes reviews within the established time frames. Communicates results of review.
5. Coordinates use and distribution of population and housing census data. Organizes and presents available data for use by general public and other City departments. Analyzes historical and geographical context of data and prepares graphic representations.
6. 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, polices and guidelines and makes recommendations to staff and review bodies. Defines and explores land use policy issues of interest to the Governing Body, Planning Commission, or senior management.
7. Serves as staff coordinator for 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.
8. Serves as staff coordinator for city boards or committees as assigned.

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**Cost Center:** 601  
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9. Assists with management duties such as interviewing; coordinating work assignments and coordination of Plan Review Committee, Planning Commission, Planning Commission sub-committees and Planner of the Day.
10. 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 whom interaction is required to accomplish work and employer goals.
11. 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, architecture, urban design or a related field. Master's Degree is desirable. AICP certification and a bachelor's degree in a related field may be substituted for a Master's degree.

### **EXPERIENCE:**

Five years of experience in current planning, or an equivalent level of experience.

### **SKILLS:**

1. Excellent oral and written communication skills
2. Good listening skills
3. Group presentation skills
4. Supervisory skills
5. Time management skills
6. Good word processing, spreadsheet and graphic presentation skills

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend city and state regulations
2. Ability to read and understand construction plans
3. Ability to design research methodologies
4. Analytical skills
5. Ability to train and guide others
6. Diplomacy and judgment
7. Alpha and numeric recognition
8. Logical reasoning
9. Ability to learn and understand PC software applications
10. Ability to work independently and as part of a team

### **PHYSICAL REQUIREMENTS:**

1. Hand and eye coordination adequate to input into computer
2. Visual stamina and acuity adequate to review alpha/numeric data
3. Ability to make and receive phone calls
4. Ability to adjust to high noise levels.

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

May be assigned to supervisor professional and/or technical staff.

**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.**