

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Director, Planning & Development Services	<b>BAND/LEVEL:</b>	SMICP
<b>DEPARTMENT:</b>	Planning & Development Services	<b>JOB NO:</b>	1345
<b>DIVISION:</b>	Administration	<b>DATE:</b>	3/25/2012
<b>REPORTS TO:</b>	City Manager	<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:** Director, Planning & Development Services

**DATE:** 1/111

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### **JOB SUMMARY STATEMENT:**

Coordinates development, implementation, and administration of City's land use and zoning regulations, comprehensive planning projects, building codes, engineering services, property maintenance enforcement, neighborhood preservation, environmental and health ordinances and programs, and GIS and CDBG programs. Participates in analysis and coordination of proposed public-private partnerships including tax increment financing, community improvement districts, and transportation development district proposals. Prepares and administers department budget. Selects, supervises, and trains staff. Coordinates Community Development Committee meetings. Supervises staff support of Planning Commission, Board of Zoning Appeals, Business Improvement District Advisory Board, Community Development Block Grant Committee, Neighborhood Conservation Program, Code Board of Appeals, and Landmarks Commission. Serves as a part of City's Executive Leadership Team.

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### **DUTIES AND RESPONSIBILITIES:**

1. Provides management and direction leading to design, coordination, and implementation of programs for all department functional areas. Designs and monitors departmental work plan, allocates budget and personnel. Directs weekly division head staff meetings, conducts workshop meetings with Planning Commission and other groups and committees to assess issues and programs.
2. Communicates ordinance, policy and procedure changes, and interpretations to elected and appointed officials through oral and written formats.
3. Prepares and administers departmental budget per established guidelines. Reviews historical data and budget trends. Reviews and monitors expenses. Processes and approves all invoices and purchase orders.
4. Directly supervises Division administrators and support staff. Interviews, selects, and trains staff. Conducts staff training meetings. Conducts performance evaluations. Recommends salary adjustments. Conducts weekly team meeting. Re-directs activities as necessary. Educates administrators on City policies.
5. Attends all meetings of the City Council and other Committees, Task Forces and Boards as appropriate. Communicates orally and in writing to elected and appointed officials as necessary.
6. Coordinates department-wide functions such as training, performance measurements, and customer feedback. Attends all meetings. Responds to all inquiries from committee members or the general public. Coordinates activities, agendas and reports to the Community Development Committee of the City Council.
7. Assigns staff to various support roles with Planning Commission, Board of Zoning Appeals, Code Board of Appeals, Downtown Development Review Board and Landmarks Commission. Trains staff in proper procedures and ensures proper operation of board, commission, etc. by maximum utilization of the City's resources.
8. Serves as a member of City Executive Leadership Team. Attends all meetings, prepares comments or proposals to enhance policies and procedures. Formulates new policies as needed to ensure smooth and effective operation of City.
9. Designs, implements, and fosters a corporate culture promoting the goal of a one-stop development center. Analyzes and coordinates development of customer service based development review process. Leads department staff to enhance programs, processes and procedures to increase efficiency, effectiveness, productivity, and customer satisfaction for all services provided by the department.

**Title:** Director, Planning & Development Services  
**Cost Center:** 601  
**Date:** 3/25/2012  
**Page** 2

10. Coordinates departmental customer feedback and performance measurement programs.
11. Participates and supports the City's emergency operations plan as required.
12. 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.
13. 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.

**The above duties and responsibilities include those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.**

**Title:** Director, Planning & Development Services  
**Cost Center:** 601  
**Date:** 3/25/2012  
**Page** 3

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## GENERAL QUALIFICATIONS

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

Bachelor's degree in city or urban planning, engineering, landscape architecture, geography or public administration with an emphasis in city planning or additional equivalent experience. Master's degree in urban planning or public administration desirable.

### **EXPERIENCE:**

Eight to ten years of experience in current and long-range city planning, building code administration, or civil engineering design including supervisory and administrative experience and participation in community development processes, or an equivalent level of training and experience.

### **SKILLS:**

1. Excellent oral and written communication skills
2. Analytical skills
3. Leadership skills
4. Good listening skills

### **MENTAL REQUIREMENTS**

1. Ability to compose letters, reports, contracts, specifications, directives, etc.
2. Ability to read and comprehend city, state and federal regulations
3. Ability to analyze complex problems and recommend solutions
4. Ability to exhibit diplomacy and judgement when dealing with city employees and the general public
5. Ability to exhibit sound judgement
6. Ability to train and guide others
7. Ability to read and comprehend site plans, blueprints and specifications

### **PHYSICAL REQUIREMENTS:**

1. Ability to make and receive phone calls
2. Ability to speak to an individual or a group for an extended period of time
3. Ability to sit and be attentive for extended periods of time
4. Mobility to travel to various City locations
5. Hand and eye coordination adequate to input computer

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

Direct            Manager, Current Planning  
                      Manager, Community Services  
                      Manager, Geographic Information & Support Services  
                      Manager, Engineering Services  
                      Code Administrator  
                      Management Assistant

Indirect (65) See Org. Chart

**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.**