



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Manager, Strategic Planning	BAND/LEVEL:	MGT IV
DEPARTMENT:	Planning and Development Services	JOB NO:	2374
DIVISION:	Strategic Planning	DATE:	1/08/2020
REPORTS TO:	Director, Planning & Development Services	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	620
REPLACES:	Manager, GIS & Support Services	LAST REVISED DATE:	1/06/2020

JOB SUMMARY STATEMENT: Manages the staff for the Strategic Planning Division which includes the City's geographic information system (GIS), permitting support system (ENERGOV), long range planning, and neighborhood services.support activities. Provides comprehensive long range planning services to the City, provides technical support for all Department automated computer applications. Serves as the chief information officer and system integrator for the Department on all information technology and information system issues. Provides additional planning support as required.

DUTIES AND RESPONSIBILITIES:

1. Supervises and directs the City's GIS program through oversight and direction of the GIS Manager. Discusses GIS needs and opportunities with the Department Director, Governing Body, and GIS staff.
2. Coordinates and directs the implementation, expansion and enhancement of the City's tracking system for development applications, permitting, enforcement and licensing (ENERGOV). Prioritizes requests for changes, assists in developing new functionality, adds activities, conditions and parcel tags to accommodate end user ends, writes custom reports against the database and oversees end-user training.
3. Oversees GIS support for the Police Department's Intergraph system for dispatch, mobile computers, and records management.
4. Assists all departments in long term thinking about the growth and development of the City. Provide data collection and analysis to provide a sense of explanation for impacts to various developments or operations. Determine patterns and provide insights that help the City plan for its future needs.
5. Provide advice and analysis on future policies that provide the foundation for making solid decisions about the growth and development of the City. Be a trusted and respected voice in thinking about the future to the community, Council, City Manager, ELT, and all departments of the City.
6. Maintain appropriate data that sufficiently describes, and provides a record of, the growth of the City. Define key metrics, develop effective visual demonstrations and prepare reports as necessary to effectively tell the story of the City's activities.
7. Coordinates with the Manager of Current Planning. Coordinates and participates in public outreach opportunities to raise awareness of city planning objectives. Should be available and proactive in coordinating current planning and long range planning functions.
8. Assists and coordinates revisions to Unified Development Ordinance. Works with other staff members to

determine ordinance requirements, writes ordinance revisions, makes presentations to the Planning Commission and City Council. Maintains ordinances originals and oversees copying and distribution of ordinance changes.

9. Primary responsibility for the process of updating, modifying and refreshing the City's comprehensive plan and the annual development report. Should be involved in all long range planning efforts and incorporating those in the normal course of city operations.
10. Develops, monitors and oversees the Division's budget. Develops and implements procedures related to the administration of the division. Develops division's work program and discusses with the Community Development Committee as necessary. Oversees the primary functions of GIS, ENERGOV assistance, long range planning, neighborhoods, CDBG and environmental programs.
11. Manage/supervise employees in the division which includes interviewing applicants, selecting employees, conducting performance appraisals, making promotion and salary recommendations and handling disciplinary matters. Participates in and/or oversees training and development needs of staff, assign responsibilities, oversee work efforts and help interpret city policies and guidelines.
12. Manages GIS support in the City's Emergency Operations Center (EOC) during incident response.
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.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in urban planning, landscape architecture, geographic information systems, or a related field or additional equivalent experience. Master's degree in urban planning or GIS applications is preferred.

EXPERIENCE:

- Five to six years urban planning and zoning experience to include ArcMap experience, or an equivalent level of experience.

SKILLS:

- Excellent oral and written communication skills.
- Computer skills.
- Management skills.
- Leadership skills.
- Public speaking.
- Ability to work in a team.
- Customer service.

MENTAL REQUIREMENTS:

- Ability to read and comprehend city, state and federal regulations.
- Ability to analyze complex problems and recommend possible solutions.
- Analytical skills.
- Diplomacy and judgement.
- Ability to learn and understand complex computer systems.
- Ability to train and guide others.

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to input computer.
- Visual stamina and acuity adequate to review alpha and numeric data.
- Ability to make and receive phone calls.
- Ability to sit and be attentive for extended periods of time.
- Ability to speak to an individual or group for an extended period of time.
- Ability to operate keyboard, mouse, and digitizer.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct:
 - GIS Manager.
 - GIS Analyst.
 - GIS Specialist.
 - GIS Associate.
 - Supervisor, Neighborhood Services.
 - Neighborhood Services Coordinator.
 - Grants Program Coordinator.
 - Environmental Programs Coordinator.
 - Energov Specialist.

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.