



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Planner, Senior (Long Range)	BAND/LEVEL:	PROF IV
DEPARTMENT:	Planning & Development Services	JOB NO:	2375
DIVISION:	Strategic Planning	DATE:	01/09/2019
REPORTS TO:	Manager of Strategic Planning	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	601
REPLACES:	Planner (Long Range)	LAST REVISED DATE:	11/01/2018

JOB SUMMARY STATEMENT: Assists in all aspects of Long-Range Planning, from research and analysis to production of maps and documents. Assists other city departments and community groups in envisioning the future and setting strategic goals. Prepares annual updates to Comprehensive Plan, and updates to Annual Development Report. Coordinates updates to Future Development Plan, Official Street Map and Existing Land Use Map. Coordinates use and distribution of census and other demographic information. Serves as Day Planner, as required. May perform managerial duties in the absence of the Manager of Strategic Planning.

DUTIES AND RESPONSIBILITIES:

1. Prepares annual updates to the Comprehensive Plan. Reviews and analyzes Planning Commission and City Council actions related to changes to the Future Development Plan. Researches and evaluates proposed changes to the Comprehensive Plan suggested by the public or other city departments. Prepares special studies related to growth and development. Makes presentations at workshops and public hearings. Edits text to reflect approved changes. Prepares Comprehensive Plan text for publication. Coordinates with appropriate GIS staff in preparing the Future Development Plan map.
2. Prepares updates to the Annual Development Report to illustrate the scale and spatial distribution of development activity, and to highlight important development trends. Evaluates data sources. Compiles data related to land use, population, housing, and other aspects of City development. Organizes presentation of information in graphs, tables, and maps. Coordinates with the GIS staff on the development of maps and charts to communicate this information to city leaders and the public. Works with the GIS staff to prepare the Annual Development Report in a format that can be easily distributed and used.
3. Serves on the Plan Review Committee. Reviews development proposals for compliance with the City's Comprehensive Plan, Future Development Plan, Official Street map and other adopted planning policies and documents. Makes recommendations with awareness of adopted planning policies and assists with staff recommendations and presentations as necessary to effectively communicate planning issues to the review body, general public and for placement on the web.

4. Coordinates updating of existing land use map. Develops or reviews survey methodology. Analyzes field survey findings of existing land use. Presents results graphically through use of maps and charts. Supervises the preparation of map by the GIS staff.
5. 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.
6. Coordinates use and distribution of population and housing census data, and related demographic data from other sources. Organizes and presents available data for use by general public and other City departments. Analyzes historical and geographical context of data in order to identify important trends. Prepares graphic representations of analyses. Coordinates data use with GIS group. Distributes demographic data and analyses of demographic trends to public in a format that is easy to understand. Represents the City on the MARC Technical Forecast Committee.
7. Coordinates with other Johnson County Cities and the Mid-America Regional Council as necessary in analyzing and preparing information related to population estimates, census data and other appropriate information that assists in understanding growth and development within the region.
8. Identifies and makes recommendations regarding enhancements to division procedures, codes and guidelines and the development review and long range planning processes. Researches proposed amendments to Unified Development Ordinance and other codes, policies 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.
9. Serve as staff coordinator of 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.
10. Serves as staff coordinator for city boards or committees as assigned.
11. 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.
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 whom 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.
14. 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.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in planning, landscape architecture, architecture, urban design or a related field.
- Master's Degree in Planning 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 city planning, or an equivalent level of experience in a related planning field.
- Experience in comprehensive and land use planning is preferred.

SKILLS:

- Excellent oral and written communication skills.
- Good listening skills.
- Group presentation skills.
- Good word processing, spreadsheet and graphic presentation skills.
- Time management skills.

MENTAL REQUIREMENTS:

- Ability to read and comprehend city and state regulations.
- Ability to design research methodologies.
- Analytical skills.
- Ability to access situations and react with diplomacy and professional judgement.
- Alpha and numeric recognition.
- Abstract and logical reasoning.
- Ability to learn and understand PC software applications.
- Ability to work independently and as part of a team.
- Ability to work on multiple projects simultaneously.
- Ability to analyze complex problems and recommend possible solutions.
- Ability to work under distracting conditions.
- Organizational skills.

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to input computer.
- Visual stamina and acuity adequate to review alpha/numeric data.
- Ability to make and receive phone calls.
- Ability to sit and be attentive for extended periods of time.
- Ability to attend public meetings during daytime and evening hours.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- May be asked to lead teams working on a specific project. May be asked to take on managerial responsibilities during the absence of the division manager.

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.