



THE CITY OF KANSAS CITY

INVITES APPLICATIONS FOR THE POSITION OF

DEVELOPMENT PLANNING MANAGER (SENIOR PLANNER – DIVISION HEAD)

CITY OF FOUNTAINS
HEART OF THE NATION

APPLY BY JULY 16, 2010



KANSAS CITY
MISSOURI

RECRUITMENT SERVICES PROVIDED BY RALPH ANDERSEN & ASSOCIATES

CITY OF FOUNTAINS – HEART OF THE NATION

Located in the Heart of America, Kansas City, Missouri, has a population of 476,000 and is the catalyst for the continued economic development success of this dynamic metropolitan area with a population of 2.1 million. Covering 318 square miles, Kansas City provides all of the amenities of a world-class city in a historic, charming neighborhood environment. Today, Kansas City is a thriving, exciting city with ambitious plans for the future.

Arts and culture are abundant in Kansas City. Professional sports teams are also part of the charm and activities enjoyed by many in this metropolis. From Kansas City Chiefs' football to baseball (Royals), tennis (Explorers) and the Wizards' soccer, this city has an athletic event for all audiences.

GOVERNING STRUCTURE

The 13-member City Council is the City's legislative and policy-making body. Its members, including the Mayor, are elected to four-year terms and may serve two consecutive terms. Kansas City, Missouri, is divided into six council districts that are revised according to population at least every five years. The Mayor and six City Council members are elected at large. The other six members of the City Council are elected from within the districts they serve.

The Mayor is the chief elected official of the City and president of the City Council. The City Council sets the overall policy for the City by adopting resolutions and ordinances, making appropriations and approving budgets for all departments, and conducting public hearings on City affairs.

CITY ADMINISTRATION

The City of Kansas City has a council-manager form of government and operates in portions of Cass, Clay, Jackson, and Platte counties. The City Manager is the City's chief administrator and is responsible for seeing that city government is run efficiently and economically. The City Manager is responsible for a large, varied, multiple-purpose municipal organization representing a workforce of about 4,700 FTE's in 19 departments with an annual budget of \$1.2 billion.

CITY PLANNING & DEVELOPMENT DEPARTMENT

The City Planning and Development Department is the lead agency for both the physical and economic development of the City. It serves as staff to the Planning, Zoning, and Economic Development Committee of the City Council; the City Plan Commission; the Board of Zoning Adjust-

ment; the Landmarks Commission; the Brownfields Commission; and the Building and Fire Codes Board of Appeals. In these capacities, the Department reviews residential and commercial development plans, zoning and subdivision platting, residential and commercial building plans, public improvement plans, and provides all long-range planning for the City. The Department's major initiative has been the FOCUS Kansas City Plan, the first comprehensive plan adopted since 1947.

The current Departmental budget is approximately \$15 million and includes funding for staff of approximately 160.

THE POSITION

This career opportunity is the result of a recent retirement. As a Division Head, this position reports to the Director of the City Planning and Development Department. The Development Planning Manager is considered part of the management team and is an exempt position within the City's organizational structure.

This planning manager is a division head and has responsibility for directing all current planning programs within the incorporated area of Kansas City. Responsibilities involve the administration, coordination, and supervision of the current planning division as it delivers related services on a community-wide and regional basis.

Kansas City offers an array of housing styles and options throughout an expansive area within the incorporated area which spans more than 318 square miles.

The incumbent works with a considerable amount of independence and has oversight of the entire process from initial conception, entitlement, and permitting through the final stages and completion of the project.

Permitting activity and valuation of current projects exceeded \$11 million last year and, in recent years, has been as high as \$18 million annually. Future activity level is anticipated to increase incrementally once economic



recovery is sustained in the region. Current staffing level for the Division is 12.

The Development Planning Manager is a multi-faceted position with key responsibilities that include formulating and directing the following:

- Administer the implementation of the newly adopted Development Code by January 2011 with a smooth and measured approach during this transition period;
- Facilitate and streamline the Development Review Process as a top priority of the City Council;
- Initiate a “standards-based” approach to development review to accommodate improved response time and increase the level of customer service;
- Instill a consultative approach, rather than a regulatory culture, in the permit and entitlement process; effectuate change within the Division to develop a high-performance team approach with enhanced cross-training and responsiveness;
- Act as technical advisor to Division staff on the review and analysis of complex assignments, techniques, and findings;
- Interface with other Departmental staff for effective coordination of projects and assignments;
- Assist in the development of Division and Departmental objectives and policies with the Director and other division heads;
- Prepare staffing, assess on-going resource needs including preparation of budget requests, and other cost-benefit analysis required for effective operations;
- Assist in the formulation of current planning programs; prepare and review timeline, cost estimate, and other technical aspects of reports, proposals, and active projects;
- Advise and provide highly technical consultation to the Planning Commission and the City Council including making public presentations;
- Confer with a variety of officials and other representatives of federal, state and local governmental agencies, consultants, neighborhood, and community groups on current planning programs, projects, and plans;
- Demonstrate significant involvement and interface with the development community including shepherding projects through the established procedures in order to improve responsiveness and timeliness of development services; and
- Make effective public speaking presentations before professional, civic, and neighborhood organizations.

THE IDEAL CANDIDATE

The ideal candidate for the Development Planning Manager will be a **strong project manager** with a keen understanding of planning and development, one who is comfortable operating in a dynamic, current planning environment with high expectations. A professional with a demonstrated ability to lead change is imperative. Additionally, the ability to assess regulative “value” respectful of limited resources is critical.

This professional will be well versed in the discipline of community planning with the ability to facilitate discussion and collaboration between elected officials, the general public, the development community, and local business leaders. Additionally, this individual will be **results-oriented** with a **hands-on leadership** approach and be able to **communicate effectively** with a **diverse and vibrant urban community**. **Exceptional interpersonal skills** are important in this position and are valued by the Department as being essential for success in day-to-day dealings with the organization as well the public and array of stakeholders served.

This solution-driven individual will have a multi-disciplinary focus and enjoy working with a wide range of stakeholders, often with divergent interests, in the development review process.

QUALIFYING EXPERIENCE & EDUCATION

Candidates may be considered qualified for this position for experience gained through relative positions in either the public or private sector.

Education/Experience – Accredited Master’s degree in planning and four (4) years of responsible professional experience in city, regional, or urban planning work; OR Accredited Bachelor’s degree and six (6) years of professional experience in city, regional, or urban planning work including three (3) years of experience in beginning level professional planning work (at the level of the City’s Planner).

Residency Requirement – The selected candidate will be required to establish residency within the incorporated area of Kansas City, which spans more than 318 square miles, within nine months of hire.

This solicitation encourages qualified candidates with either private and/or public experience working with community and/or urban planning, specifically within the development field and with the entitlement process to apply. Career experience can be drawn from a variety of disciplines including: Planning, Engineering, Architectural, Environmental, and Other Areas of Expertise.



COMPENSATION & BENEFITS

Compensation – Starting salary will be dependent on qualifications, salary history, and career accomplishments. Specific monthly salary range is \$5,607 – \$9,478 and placement within the range is based upon the evaluation of the selected candidate's overall ability to provide both technical expertise and management skills.

Benefits – The City of Kansas City provides an excellent benefits package including:

- **Retirement Plan**
- **Cafeteria Benefit Plan** – Medical, Dental, Vision, Term Life Insurance, Short-term Disability Insurance, Long-term Disability Insurance, Long-term Care, and Flexible Spending Account
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan
- **Vacation, Sick, and Administrative Leave**
- **Holidays** – 10 paid days per year

SELECTION PROCESS

The process for this recruitment is highly confidential and will be handled accordingly throughout the recruitment and evaluation phases. References will not be contacted until mutual interest has been established. Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's qualifications for this position. Only the most highly qualified candidates, as determined by an initial screening process, will be invited to participate in the interview process.

The names of the most highly qualified candidates will be submitted to the Director for consideration.

Candidates should be aware that an extensive background investigation will be completed on the candidates invited to participate in the final selection process. Further details on this step will be addressed by Ralph Andersen & Associates.

TO BE CONSIDERED

Qualified candidates are invited to submit a statement of interest and their resume detailing education completed, positions held, current salary, professional qualifications, and accomplishments.

Resumes, including cover letter and record of accomplishments, will be reviewed and evaluated as received. Interested candidates are encouraged to submit materials to apply@ralphandersen.com prior to July 16, 2010. An employment application for the City of Kansas City will be required later in the process. First review of resumes will begin the week of July 19, 2010. This position is considered open until filled. Electronic submittals are required.

Confidential inquiries are welcomed to:

Ralph Andersen & Associates
Executive Search Consultants
(916) 630-4900

Kansas City Search Team:
Heather Renschler
heather@ralphandersen.com

Melissa Pearson
melissa@ralphandersen.com

On-site Panel Interviews will take place in early August 2010. The final selection process may also include completion of supplemental written questions and a mock presentation. Sample work products may also be requested for review. It is anticipated that the selected candidate will join the City of Kansas City in September or at a mutually agreeable date.

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