



**Position:** CURRENT PLANS MANAGER, CITY OF WICHITA

**About:** The Greater Wichita region is a fantastic community. With an aviation heritage spanning 100 years, it is a community built on entrepreneurship and innovation. The Wichita region offers an amazing quality of life with a low-cost of living. The region boasts wonderful parks, more than 100 miles of bikeways, multiple museums, fabulous dining opportunities, hundreds of annual events and more. Check out [www.choosewichita.com](http://www.choosewichita.com) for more information.

Current projects and upcoming planning efforts that will require immediate attention may include but not limited to:

- *Zoning and Subdivision Cases:* The Planning Department is responsible for administering the City and County processes for zoning changes and platting. This involves accepting applications, providing staff support to the Wichita-Sedgwick County Metropolitan Area Planning Commission (and sub-committees), distributing public notices, and more. The public meetings for subdivision and zoning cases occur on alternating weeks throughout the year.
- *Urban Infill Strategy:* In June of 2019, the City and County approved the Places for People Plan, which recommends investment in areas largely established prior to the 1990's. The Planning Department is currently working with community stakeholders to recommend updates to the zoning code; a scope and formation process for a land bank; and priority nodes for investment.

The Wichita-Sedgwick County Metropolitan Area Planning Department is looking to create an innovative and dynamic team of hardworking, committed individuals with a passion for carrying out community goals. The Planning Department is pleased to announce an opportunity for the position of Current Plans Division Manager, a key management position reporting directly to the Planning Department Director.

**Job Duties and Responsibilities:** This position plays a vital role performing professional and supervisory work directing the activities of several professional employees in current planning matters involving zoning and subdivision. The work is directed and reviewed through the establishment of goals and subsequent evaluation of progress toward goal attainment. The Current Plans Division processes approximately 500 cases per year and consists of the following staff positions: two (2) Senior Planners; one (1) Associate Planner; and one (1) Planning Technician. The Current Plans Division is also substantially involved in many long-range planning initiatives. The Metropolitan Area Planning Department (MAPD) is a consolidated City-County Department, providing professional planning services to both local governments. The Department has an annual budget of approximately \$1.7 million; 17 positions; and four divisions. Applicants are encouraged to review the department webpage at [www.wichita.gov/planning](http://www.wichita.gov/planning) for more information about the department and projects.

*Example of Work Performed:* Supervises and coordinates professional and technical personnel in the gathering of information, data analysis, plans preparation, and resulting policy recommendations.

- Speaks to official bodies, technical advisory committees, and citizen groups to present information related to planning studies.
- Directs the preparation of comprehensive, illustrated reports for presentation.
- Plans, supervises, and coordinates work of other employees in subdivision analysis or zoning report recommendations.
- Advises personnel in solving difficult technical problems and in reviewing the objectives of assigned projects.
- Confers with staff and consultants.
- May assume responsibilities of the Director in his/her absence.
- Completion of work assignments may require the operation of a vehicle.
- The examples of work performed are not intended to be all-inclusive.
- The City of Wichita reserves the right to assign additional duties as needed.



### **Qualifications**

- Considerable knowledge of current land use trends and of landmark court cases on planning issues.
- Considerable knowledge of research methods and sources of information relating to metropolitan growth and development.
- Thorough knowledge of the principles and practices of metropolitan planning.
- Knowledge of municipal government administration.
- Knowledge of computer keyboards and ability to access, interpret, and record information through use of a video display terminal and electronic keyboard.
- Ability to effectively plan, organize, and supervise the work of others.
- Ability to lean and reach as needed to read and interpret plans and specifications from a print that may be as large as 36 by 48 inches with information printed as small as twenty characters per inch.
- Ability to develop and maintain effective working relationships with associates, employees of other Departments, representatives of outside agencies, City/County officials, and the public.
- Ability to communicate clearly and effectively in oral and written forms.
- May require ability to acquire and maintain a valid Kansas driver's license.
- An employee shall not pose a direct threat to the health or safety of other individuals in the workplace.

### **Requirements**

- A master's degree in planning and
- Four years of planning experience, two of which shall be administrative and supervisory experience in the field of planning.
- Advanced degrees in areas with ties to urban or regional planning may be considered.
- Offers of employment will be made contingent upon passing a pre-employment physical, which will include drug screening, and upon satisfactory evaluation of the results of a police records check.
- Any equivalent combination of experience and training.

***This search is being coordinated by David Gomez Partners, Inc. For questions and application process, please contact David Gomez at [David@davidgomezpartners.com](mailto:David@davidgomezpartners.com), Kelly Collins at [Kcollins@davidgomezpartners.com](mailto:Kcollins@davidgomezpartners.com) and Carrie Dickson at [Cdickson@davidgomezpartners.com](mailto:Cdickson@davidgomezpartners.com)***