




RAYMORE
come home to **more**

CITY
PLANNER



IDEAL CANDIDATE

We are continuing to grow! The City of Raymore, Missouri (pop. 25,306) is a suburb of Kansas City experiencing rapid growth and expansion. Raymore is only 50% built out and, with a recently drafted Comprehensive Plan, has many opportunities for continued growth and expansion. **Due to our continued growth, we are seeking a full-time City Planner.**

Looking for a place where your work contributes to the growth and success of one of the KC Region's fastest growing cities? The City Planner is responsible for developing and implementing plans and policies that guide the growth and development of the community. Under the guidance of the Development Services Director, this position will perform professional-level work in current and long-range planning and development review for the City to ensure that growth and development meets the needs of our residents and aligns with the long-term vision of the City.

The Planner will have the opportunity to work on several exciting long-range and current-planning projects, including having a significant role in the adoption and implementation of a new Comprehensive Plan; scoping and creation of various corridor and/or area neighborhood plans, as well as various current planning projects such as site plan and development review and leading the City's Development Review Committee. The Planner also serves as a vital member of the City Economic Development Team.

This role requires a **strategic and critical thinker** with a **deep understanding of urban planning and land use principles, excellent leadership and communication skills**, and the **ability to manage and lead** complex development review projects.

The Planner will help lead and direct complex planning projects and initiatives, providing expert guidance on long-term development strategies. You will work in a team environment, including coordination with the Development Services, Economic Development, Public Works, Engineering, Parks & Recreation departments, and City Administration to collaborate with and manage significant planning processes and projects. The ideal candidate will have a strong background in project management, with proven experience in leading cross-functional teams and ensuring projects are completed on-schedule, and in compliance with all required City codes and ordinances.



RAYMORE MISSOURI

OUR VISION

The City of Raymore is dedicated to being a **QUALITY COMMUNITY** in which to **LIVE, WORK & PLAY**

OUR MISSION

In order to achieve this vision, the City will develop and deliver programs, policies, and services that enhance the lives of our citizens, employees and visitors.

Welcome to Raymore, Missouri—a vibrant city where small-town charm meets modern ambition. The fastest growing community in Cass County, Raymore offers a unique blend of high-quality suburban living and dynamic community growth. With a thriving economy, top-rated schools, and unparalleled access to the greater KC Region, **Raymore is poised for growth!** Raymore's physical landscape, including expansive green spaces and charming residential neighborhoods, provide the perfect backdrop for impactful urban planning.

THE DEPARTMENT

The Development Services Department is dedicated to guiding Raymore's evolution through a comprehensive approach to planning, zoning and building. We oversee the city's development projects from conception to completion, ensuring that every initiative and growth decision aligns with our community values and strategic goals.

The Planning Division plays a vital role in managing and guiding the city's development and growth. Raymore is a thriving community that balances its small-town charm with an eye towards sustainable expansion. The Department ensures that growth aligns with the city's comprehensive plan, promotes quality development, preserves community character, and enhances the quality of life for all residents.

As City Planner, you will have a lasting impact on Raymore's future by guiding responsible growth, preserving community character, and ensuring that development enhances the city's quality of life. Your leadership in shaping Raymore's built environment will contribute to the city's reputation as a vibrant, livable, and well-planned community for residents, businesses, and visitors alike.



CANDIDATE **QUALIFICATIONS**

EDUCATION AND EXPERIENCE

- Bachelor's degree or higher in urban planning, project management, engineering, or related field of study from an accredited college or university.
- Minimum of 2-3 years experience as a city planner
- Demonstrated experience in project management, coordination or oversight.
- Demonstrated experience in developing formatted technical reports, supporting analysis, graphics, tables, etc.
- Demonstrated experience using Adobe Creative Suite and ArcGIS to create high-quality maps, graphics, and designs
- Equivalent combinations of education and experience may be considered.

KNOWLEDGE AND SKILLS

- Principles, practices and techniques of community development, planning, land use, and zoning.
- Methods and techniques of effective technical report preparation and presentation.
- Municipal planning and local government procedures and practices.
- Citizen involvement techniques and processes.
- Strong interpersonal skills to develop good working relationships at various levels and to resolve complaints.
- Effective management of multiple projects across multiple departments simultaneously.
- Ability to lead, manage, and execute urban planning projects from concept development through to completion, ensuring alignment with city goals and community needs.

PRIMARY ROLES & RESPONSIBILITIES

LAND USE & DEVELOPMENT PLAN REVIEW

- **Analyzes and reviews development proposals** or applications such as rezoning requests, preliminary and final plats, minor subdivisions, architectural reviews, development permits, variance applications, and other applications for compliance with appropriate planning principles, regulations, and policies.
- **Coordinates outside review for all development applications** and distributes comments internally and externally. Confirms completeness of all land use and development applications. Meets with and assists applicants in finding solutions to development issues.
- **Develops, reviews and implements comprehensive plans**, zoning regulations, and land use policies to guide the growth and development of the city.

TECHNICAL WRITING & COMMUNICATION

- **Prepares staff comments, reports, and recommendations** to the Planning Commission, City Council, Board of Adjustment and other boards and committees as necessary.
- **Advises the public**, including residents, architects, builders, contractors, and engineers on the city's Comprehensive Plan, development policies, procedures, and standards and other land use matters including the current zoning of property.
- **Designs illustrative graphics, planning diagrams** and presentation materials for public hearings and meetings.
- **Adapts communication styles** and format for the audience to which they are presenting or communicating.
- **Prepares text amendments** to existing zoning ordinances, including land use regulations, subdivision design regulations, and development regulations.

PROJECT MANAGEMENT

- **Oversees planning and development projects**, and acts as a liaison between various city departments and project applicants, developers, engineers etc...
- **Organizes and facilitates meetings** with developers and community groups to introduce and discuss new development proposals and planning projects.
- **Prepares and publishes legal notices**, manages notification to property owners, prepares agendas and drafts minutes for Planning Commission and Board of Zoning Adjustment.
- **Works collaboratively and extensively across other departments** to ensure infrastructure and construction is consistent with development plans.

DATA ANALYSIS & CRITICAL THINKING

- **Analyzes demographic, economic, and environmental data** to inform planning decisions and recommendations.
- **Researches and prepares master plans**, long-range planning studies, ordinance amendments, and reports on other planning issues.
- **Researches local, regional and national planning issues**, and provides related technical summaries or reports to other departments, boards, or commissions.
- **Identifies community problems, issues, and opportunities** in particular neighborhoods that could be mitigated through better community planning.
- **Maintains a thorough understanding of land use regulations** and other statutory requirements and the ability to interpret and apply them to development projects.



SALARY AND BENEFITS

The City of Raymore is a great place to work, not to mention the exceptional benefits. The City provides a competitive and comprehensive benefits package to support employees through the important events in their life and career, to enhance their life outside of work, and to help them plan for the future ahead. The City participates in LAGERS, Missouri Local Government Employees Retirement System.

- **Competitive starting salary** based on experience
- Hiring incentive of \$2,500 after 6 months of successful employment performance, and \$2,500 incentive after 1 year of successful employment performance
- Retention incentive every five years
- Tuition Reimbursement
- Support and investment into professional development and training
- Excellent retirement benefits, including 100% paid LAGERS L6 retirement
- Employer-provided **membership to American Planning Association (APA), attendance to National and State APA conferences**

OUR COMMUNITY



**RECORD
BREAKING
JOB CREATION**



**DIVERSE
HOUSING
OPTIONS**



**HIGH QUALITY
HOUSING
COMMUNITIES**



**HIGH
QUALITY
OF LIFE**



**RETAIL
GROWTH AND
EXPANSION**

Raymore has experienced steady and continued growth over the past several years, and with significant investments in infrastructure, quality of life improvements, high-quality and diverse housing, retail expansion, and record-breaking job creation, Raymore is situated for success!

The area has an advantage in its relatively low cost of living with diverse housing options providing the best of both worlds -

**BIG CITY AMENITIES
SMALL TOWN FEEL**

Residents enjoy a strong sense of community, have plentiful access to open space, and a number of recreational amenities. Raymore is home to more than 20 miles of trails and 350 acres of current and planned parkland. The City's investments into a high quality of life makes it easy to call Raymore home!

MAJOR EMPLOYERS

- Walmart
- Ray-Pec School District
- Nuuly
- Foxwood Springs
- Compass Health Network
- Cosentino's Price Chopper
- Southern Glazer's Wine and Spirits
- Sam's Club
- Lowe's
- City of Raymore
- Sunrise Nursing & Memory Care
- Harmar