

COMPARED VERSION
NEW ORDINANCE TO CODE BOOKS

ORDINANCE NO. 210656

Amending Chapter 2 of the Code of Ordinances of the Kansas City, Missouri, Classification and Compensation Plan, by repealing Section 2-1076 and enacting in lieu thereof section of like number and subject matter to create a Community Engagement Coordinator in the City's job classifications; and directing the City Manager to create a new job description that is specifically tailored for the job responsibilities of a Community Engagement Coordinator.

BE IT ORDAINED BY THE COUNCIL OF KANSAS CITY:

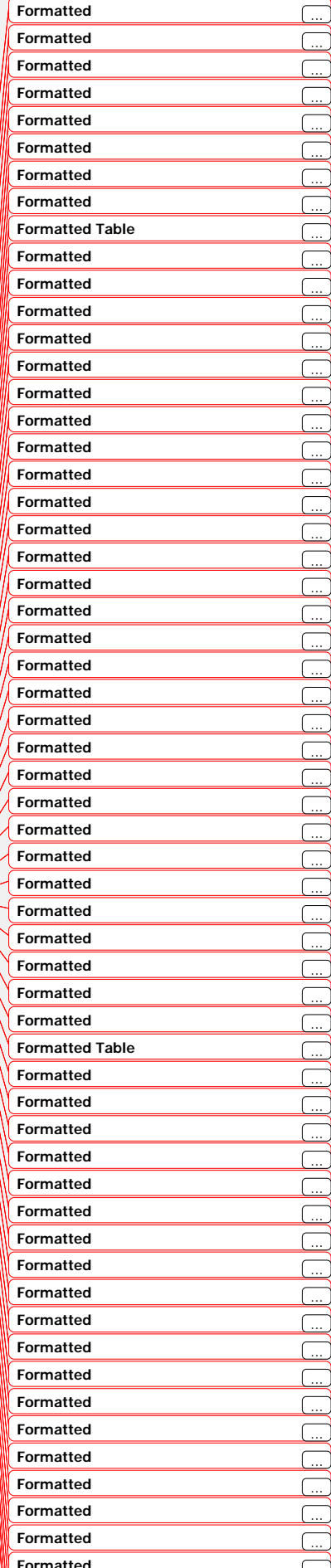
Section 1. That Chapter 2, Code of Ordinances, entitled "Administration," relating to the Classification and Compensation Plan, is hereby amended by repealing Sections 2-1076 and enacting in lieu thereof new section of like number and subject matter, to read as follows:

Sec. 2-1076. Salary schedules for occupational group classified as clerical, fiscal, and administrative with class code, class title, and pay grade therein.

The following schedules are hereby adopted as the salary schedules for the following classes of positions as set out below by class code number, class title, and pay grade therein:

~~(1)~~ ⁽⁴⁾ For those classes of positions within the managerial, professional, supervisory, and/or confidential group:

CLASS CODE	CLASS TITLE	PAY GRADE	MONTHLY MINIMUM	MONTHLY MAXIMUM
(1XXX)	CLERICAL, FISCAL, AND ADMINISTRATIVE			
1010	CLERICAL SUPERVISOR	M-G	2885	4656
1012	CUSTOMER SERVICE SUPERVISOR	M-H	3161	5103
1028	LEGAL SECRETARY	M-I	3353	5873
1030	PARALEGAL	M-J	3792	6120
1040U	ADMINISTRATIVE SECRETARY		3794	6769
1060U	ADMINISTRATIVE ASSISTANT TO THE JUDGES		3794	6769
1070U	ADMINISTRATIVE SECRETARY TO CITY COUNCIL		3794	6769
1071U	ASSISTANT TO ELECTED OFFICIAL		2865	8758
1113	SENIOR ACCOUNTANT	ME-F	4230	7534
1119	ACCOUNTANT	M-H	3161	5103
1121	ACCOUNTANT II	M-I	3353	5873
1123U	INTERNAL AUDITOR		4945	8552
1125	AUDITOR	ME-E	3957	6769
1126	SENIOR AUDITOR	ME-F	4230	7534
1127	AUDIT MANAGER	ME-H	5719	10262



1304	STOCK CLERK	L-E	2568	4014
1528	COMPUTER OPERATOR	L-F	2610	4171
1556	DISPATCHER	L-F	2610	4213
1608	MUNICIPAL COURT BAILIFF	L-E	2568	4014

U= -_Unclassified position.

Section 2. That the City Manager shall create a new job description that is specifically tailored for the job responsibilities of the Community Engagement Coordinator that includes the following responsibilities:

- Inform and assist residents about the city charter, ordinances, and resolutions through a combination of responsive and outreach activities. This includes, but is not limited to, municipal, strategic planning programs, and City sponsored events.
- Coordinate with local City offices and committees in developing systems to effectively distribute information to community residents, with emphasis on 311 Call Center, DataKC, MyKCMO app, and Community Engagement University and work with other city departments to develop and maintain a MyKCMO citywide app to better provide city services including facilitating bill payment, reporting problems, providing feedback, viewing customized maps, tracking city events, and receiving up to date communications.
- Provide training to residents and neighborhood group on using Open Data and other tools to improve resident understanding of services available from the City and to track the city's performance in service delivery to Work with the 311-call center and other departments to maximize 311's ability to reach and assist residents in reporting problems and obtaining information about city services.
- Work with other city departments and community organizations to expand services under grants from the United States Department of Justice and assist residents with qualified language.
- Knowledge of primary City finances as well as local, federal, and state grants.
- Build and maintain relationships with individuals, neighborhoods, and representatives of community business and non-profit organizations.
- Must have strong communication skills to connect effectively with diverse audiences using appropriate communication channels.
- Ability to manage situations requiring de-escalation.
- Sound judgment and the ability to work with minimal direction.

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- Ability to coordinate in person and digital outreach, including synchronization with local businesses to effectively and safely provide in person events/meet-ups.
- Experience with digital application development.
- Experience with community development or economic development.

Approved as to form and legality:

Lana K. Torczon
Assistant City Attorney