



City of Kennett – Job Description

Job Title: Comprehensive Planning Steering Committee Member

Position Type: Volunteer, Ad Hoc

Overview: The Comprehensive Planning Steering Committee is seeking interested city residents to contribute to the development and of the city's comprehensive plan. This plan will guide the city's growth, development, and resource allocation over the next several years.

Responsibilities:

- **Participate in Meetings:** Attend regular monthly committee meetings and actively engage in discussions.
- **Community Engagement:** Assist in gathering input from community members through various methods.
- **Research and Analysis:** Review and analyze data related to city planning, including demographics, land use, transportation, and environmental impact.
- **Collaborate:** Work with city officials, planners, and other committee members to develop recommendations and strategies.
- **Report Writing:** Assist in reviewing sections of the comprehensive plan and related documents.
- **Advocacy:** Promote the plan and its goals within the community.

Qualifications:

- **Residency:** Must be a resident of Kennett or a full-time member of Kennett's workforce.
- **Communication Skills:** Strong verbal and written communication skills.
- **Analytical Skills:** Ability to analyze data and make informed recommendations.
- **Team Player:** Willingness to collaborate with diverse groups and individuals.
- **Commitment:** Ability to commit to regular meetings and project deadlines.

Benefits:

- **Community Impact:** Play a key role in shaping the future of your city.
- **Networking:** Connect with city officials and other engaged residents.
- **Skill Development:** Gain experience in planning, research, and community engagement.

Application Process: Interested residents should submit a letter of interest and complete an application form and submit to cityadmin@cityofkennettmo.com by July 31, 2025.