



CITY OF CEDAR RAPIDS
invites applications for the position of:

Assistant Director Community Development and Planning

SALARY: \$80,808.00 - \$96,844.80 Annually

OPENING DATE: 11/10/21

DESCRIPTION:

The City of Cedar Rapids is welcoming applications for an Assistant Director of Community Development and Planning. At the City, we are committed to employing individuals who reflect our community's diverse backgrounds and this position is crucial in the success and strategic direction of a growing and evolving community. The Assistant Director plays a key role through implementation of [EnvisionCR](#), the City's comprehensive plan, and leadership of the Corridor Metropolitan Planning Organization (MPO). This position is critical to achieving the vision for Cedar Rapids' future - an enhanced quality of life through physical, economic, and social improvements - with a focus on promoting equity and connecting people to resources through a diverse network.

We appreciate and leverage the vast experience individuals bring beyond the technical requirements of a job. If you are an individual with similar experience listed here please consider applying. Experience and skills combined with commitment to our [core values](#) is key to building a greater community now and for the next generation; therefore, we encourage people from all backgrounds to apply to this position. *Any person who anticipates needing accommodations for any part of the recruitment process please contact Katie Ulmer at k.ulmer@cedar-rapids.org or 319-286-5138.*

What is in it for you?

The City provides outstanding pay, benefits and time off. With participation in the Wellness Program, the Choice Family PPO plan cost is only **\$53.23** per month for 2021! Additionally we offer:

- Medical co-insurance for participating providers of 90% plan / 10% employee
- Iowa Public Employee's Retirement Pension plans ([IPERS](#)) with a 9.44% City contribution and 6.29% employee contribution
- 100% City paid basic life insurance
- Dental, vision, long-term disability, and supplemental life insurance
- View our non-bargaining [Choice Plan Benefits Summary](#)
- 11 paid holidays per year
- 4 weeks of paid parental leave
- Annual step pay increases
- Typically receive annual cost of living increase depending on budget
- Up to \$3,000 per year in educational assistance
- Commitment to professional development – annual training and conference opportunities

About the position:

The Assistant Director is responsible for the City's Planning Division, oversight of departmental operations, and leading inter-departmental teams on a variety of cross-functional planning initiatives. The Assistant Director also leads the Corridor Metropolitan Planning Organization (MPO) that serves a Policy Board consisting of elected officials representing Cedar Rapids, Marion, Hiawatha, Robins, Ely, Fairfax, Palo and Linn County. The Corridor MPO has maximized

federal transportation funding to provide a robust multi-modal network, including a trails network and transit services in the Cedar Rapids metropolitan area.

Provides leadership in the development of long-range local and regional plans and planning activities, including transportation, land use, and others and leads cross functional teams that interact with many different jurisdictions and City Departments.

Position Schedule: Monday-Friday, 8:00am-5:00pm

Position will be advertised until filled.

Successful completion of a pre-employment background check, physical examination (if applicable) and drug screen are required prior to employment with the City of Cedar Rapids.

EXAMPLES OF ESSENTIAL DUTIES:

- Manages the development of community policy. Coordinates with multiple City departments, external stakeholders, and partners. Assists with development and initial implementation of new policy related to Community Development and Corridor Metropolitan Planning Organization initiatives.
- Manages the development, coordination, and participation in the strategic planning, data collections, and reporting activities of Community Development and Corridor Metropolitan Planning Organization initiatives.
- Oversees the planning, development, and evaluation of operational processes, procedures, and functions of the programs and procedures of Community Development programs and projects.
- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Manages coordination and oversight of planning efforts that include professional consulting services and of programs implemented by a third party administrator, including the provision of the scope of services, defined program guidelines, performance expectation, and desired outcomes, progress reporting, and communication systems.
- Researches community needs and reports findings and recommendations as a part of planning initiatives.
- Responsible for preparation of materials for City Council, Corridor Metropolitan Planning Organization Policy Board, and other Boards and Commissions as appropriate.
- Manages, monitors, and issues regular reports related to citywide TIF budgets and financing.
- Performs related work as required.

TYPICAL QUALIFICATIONS:

Required Education and Experience

- Bachelor's degree from an accredited college or university in Urban and Regional Planning, Urban Design, Public Administration, or a related field and
- Five (5) to seven (7) years of experience in Professional Planning of land use, transportation, and economic development or
- An equivalent combination of education and/or experience
- Supervisory experience
- Excellent written, verbal, and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with a diverse population

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cedar-rapids.org/>

101 First Street SE
Cedar Rapids, IA 52401
319-286-5000

Position #NB463- 11/10/2021
ASSISTANT DIRECTOR COMMUNITY DEVELOPMENT AND
PLANNING
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Assistant Director Community Development and Planning Supplemental Questionnaire

* 1. Please briefly describe your supervisory experience.

* Required Question