

Associate Planner

City of Bondurant
Bondurant, Iowa



The City of Bondurant welcomes your interest in the available Associate Planner position. Bondurant has a population of 7,365 people and is the second-fastest growing community in Iowa.

The purpose of this position is to provide professional and administrative support to the Planning & Community Development Director and the City Clerk. For a full list of essential duties and responsibilities, please view the full job description found on the City's website at: <https://www.cityofbondurant.com/government/pages/employment-human-resources>.

Required Knowledge, Skills and Abilities:

- Exceptional verbal and written communication skills
- Thorough knowledge of local, state, and federal laws, legal codes, and government regulations, particularly those related to planning, land use, public notices, and record retention
- Extensive knowledge of administrative procedures
- Disciplined time management skills with a proven ability to meet deadlines
- Hyper-focused organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Proficient with municipal software and standard office equipment
- Proficient with Microsoft Office Suite or related software and working knowledge of ArcGIS preferred

Education, Training, Credentials, and Experience:

- Bachelor's Degree in planning or related field required. Direct experience in the field may be substituted for education.
- Municipal experience and/or AICP Certification desirable.
- Valid driver's license required.
- Must be bondable.

Starting salary range is between \$50,000 and \$55,000. The City offers a full range of competitive benefits, including health, life, dental, vision, and disability insurance, vacation and sick leave, and flex spending benefits.

This position will be advertised until filled. The first round of applications will be reviewed starting on December 10th, 2021.

For a full job description and for information on how to apply, please visit the City's website at <https://www.cityofbondurant.com/government/pages/employment-human-resources>. To apply, please send cover letter and resume to Maggie Murray, Planning & Community Development Director at planning@cityofbondurant.com. Please include note in cover letter if Veterans' preference is requested.