



**GRIMES DEVELOPMENT SERVICES DEPARTMENT SEEKS ASSISTANT  
PLANNER/PLANNER I**

The City of Grimes seeks motivated applicants to join its team in a newly created Assistant Planner/Planner I position. This is a new position that will report to the Development Services Director to help manage and oversee the functions of city planning, public and private development review, zoning administration, and public park development.

Top priorities for the position include developing processes to help the existing planning department (consisting of the department Director and one Planner) manage planning and related development services for one of the fastest growing cities in Iowa. A unique feature of this position is the ability to participate both in general city planning activities and public park planning in conjunction with the City's Director of Parks & Recreation. Starting pay ranges from \$25.20 to \$26.86 per hour, depending upon qualifications and experience.

Please complete job application found at the Grimes website:

<https://www.grimesiowa.gov/OurCommunity/HumanResources/JobOpenings.aspx>

**Special Requirements**

A post-offer background check is required. For consideration, submit: (1) a completed application, (2) resume, and (3) cover letter via email to Tammy Johnson at [tjohnson@grimesiowa.gov](mailto:tjohnson@grimesiowa.gov), or to the Human Resources Department in the Grimes Community Center at 410 SE Main, Grimes IA 50111. Materials will be reviewed as they are submitted through **December 19, 2021**.

### A. Position Title Location

Assistant Planner/Planner I	Development Services Department, Grimes Community Complex
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### B. Job Specifications

<input checked="" type="checkbox"/> <b>Regular, Full-Time</b>	<input type="checkbox"/> <b>Part-Time</b>	<input type="checkbox"/> <b>Seasonal, From:</b> <a href="#">Click here to enter text.</a>
<b>Department:</b>	Department 80, Administration	<b>To:</b> <a href="#">Click here to enter text.</a>
<b>Reports to:</b>	Development Services Director	<b>Bargaining Unit:</b> N/A
<b>Post Offer Testing:</b>	<a href="#">Click here to enter text.</a>	<b>FLSA:</b> Exempt
<b>Civil Service:</b>	N/A	<b>Hourly/Monthly Pay:</b>

### C. Job Description Summary

Under the general direction of the Development Services Director, the Assistant Planner plans and assists the Development Services Director in managing and overseeing the functions of city planning, public and private development review, zoning administration, and public park development.

### D. Routine Job Duties/Responsibilities

<p><i>Description of Duty: Do not include if less than 5% of time unless essential. Be Specific without giving explicit instructions on how to perform. Use accurate adjectives and only those duties current to the position.</i></p>
<p>Perform development and plan review for all phases of private and public construction and improvement work to assure construction is completed in compliance with City of Grimes planning strategies, standards and specifications; zoning classifications; permitting; and all related codes and regulations.</p>
<p>Review permits related to zoning, zoning compliance, signs, grading, accessory structures and buildings, temporary site plans, and other permitted zoning activities.</p>
<p>Compile information and complete required reports for presentation at public meetings.</p>
<p>Demonstrated communication and presentation skills to represent the City professionally and effectively to local and regional stakeholders.</p>
<p>Participate in and contribute to preparing, planning, reviewing, and updating the city's comprehensive development plan; zoning, subdivision, and land use ordinances; and zoning map.</p>
<p>Demonstrated communication and presentation skills to represent the City professionally and effectively to local and regional stakeholders.</p>
<p>Provide input and guidance for all facets of City compliance programs for stormwater, zoning, and building, including planning, monitoring, reviewing, and enforcing consistent with the City's mission.</p>
<p>Perform related work as required and assigned.</p>

### E. Periodic Job Duties/Responsibilities

Attend and participate in community, regional, and governmental meetings and functions as may be identified in furthering the City's infrastructure and service objectives.

Assists the Development Services Director and Parks and Recreation Director with park development activities, including visioning, research and evaluation of concepts, validation of ideas and public participation activities.

#### F. Qualifications

<b>Education/Experience:</b>	Bachelor's degree in architecture, landscape architecture, urban planning, urban design, public administration, or similar field and related experience. One year of experience and responsibilities in city planning, development, or related roles preferred, but new graduates will also be considered. Equivalent combinations of education and experience will also be considered.
<b>Skills:</b>	Experience and/or aptitude for interpreting and applying laws, statutes and/or ordinances governing planning, zoning, building and economic development. Experience and/or aptitude with applying the principles, practices and techniques of planning and development, zoning, urban design, landscape architecture and sustainability. Experience and/or aptitude in interpreting legal descriptions of land, preparing / presenting written and oral reports/documents, strong time and multi-project management skills in a collaborative work environment with others, and strong communication skills.
<b>Knowledge</b>	Basic to intermediate understanding of the principles, practices and techniques of planning and development, zoning, urban design, sustainability, enforcement, and stormwater compliance.
<b>Licenses/Certifications:</b>	American Institute of Certified Planners (AICP) preferred.
<b>Other:</b>	N/A

#### G. Working Conditions

<b>Lifting Requirements:</b> <i>(Refer to Glossary of Terms)</i>	Sedentary/light work. Exerts up to 20lbs of force frequently and/or a negligible amount of force constantly to move objects.
<b>Physical Requirements:</b> <i>(Refer to Glossary of Terms)</i>	Work is performed primarily in office setting with periodic off-site visits. Sufficient clarity of speech, hearing, vision and other communications capabilities, with or without reasonable accommodation which enables the individual to communicate effectively. Must also possess manual dexterity, with or without reasonable accommodation, to operate a personal computer and related equipment
<b>Safety Hazards:</b> <i>(Refer to Glossary of Terms)</i>	N/A

#### H. Disclaimer

*This job description reflects the administration's assignment of essential functions; and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time (with Union contract guidelines if applicable). This Job Description is not to be construed as a contract for employment.*

#### I. Pre-Employment Screening

Action Required	Result	Date
<input checked="" type="checkbox"/> Reference Check	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> Credit History	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Education/License Credentials	Click here to enter text.	Click here to enter text.

<input checked="" type="checkbox"/> <b>Criminal Records</b>	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> <b>Employment Verification</b>	Click here to enter text.	Click here to enter text.

**J. Review**

<b>Compensation Review/Approval</b>	<b>Date:</b>
<b>City Administrator/Department Director Signature</b>	<b>Date:</b>
<b>Reviewed with Employee by:</b>	<b>Date:</b>
<b>Employee Signature</b>	<b>Date:</b>