

The City of Fort Dodge is recruiting for our Development Services Department. The selected candidate will be hired into either the Associate Planner or Senior Planner position depending on qualifications.

Performs professional level work with complex investigative studies assessing current and future urban and regional planning concerns incorporating the underlying principles and practices of the physical, social and economic concepts of professional urban planning. Performs a variety of GIS work including maintaining planning-related databases and analysis for current and long-range planning programs. Utilizes strong organizational, public speaking and project management skills in the performance of the work assigned.

Examples of Duties:

Associate Planner & Senior Planner

- Demonstrates a strong communication ability (oral and written) to explain local ordinances and multi-jurisdictional interrelated projects to prospective developers, elected officials and the general public.
- Demonstrates a strong understanding of local government, particularly zoning and subdivision ordinances and how they apply to the principles of planning.
- Demonstrates a working ability to operate the necessary computer programs to create, develop, and maintain complex spreadsheets and database tools and GIS mapping to be able to generate appropriate documents from them.
- Demonstrates an understanding of ethical business practices and the need to maintain confidentiality at all times.
- Demonstrates an ability to research the availability of grants and to prepare and administer Federal, State and Foundation grant applications for municipal projects.
- Demonstrates an ability to assemble, analyze, and make necessary decisions or recommendations based on adopted Plans and information gathered which is relevant to the project or concern at hand.

Associate Planner

- Demonstrates ability to analyze and prepare written reports on variances, special exceptions, re-zonings, and subdivisions.
- Demonstrated experience in the development and implementation of comprehensive planning studies related to population, housing, land use and public facilities.
- Demonstrates willingness to work as part of a team and ability to regularly communicate with direct supervisor and co-workers, to answer questions and issues in order to meet team deadlines.
- Demonstrates a willingness to learn and ability to retain knowledge to complete projects.
- Demonstrates an ability to self-start on projects, follow through with ongoing matters and see that various projects are brought to full completion within a specified timeframe.

Senior Planner

- Demonstrates substantial experience in the review and implementation of medium and long-range planning programs.
- Demonstrates strong organizational skills necessary to implement and prioritize projects and plans to complete assigned projects in a timely fashion.
- Demonstrates a working knowledge of available financial incentives and resources to support municipal growth, retention and expansion.
- Demonstrates ability to facilitate projects or requests that support the land use and development goals of the City's comprehensive plan including, but not limited to, high priority projects that involve review by the City's Board of Adjustment, Plan and Zoning Commission or other City Boards or Commissions (i.e., significant subdivisions, rezonings, annexations, variances, special exceptions, site plans, or other necessary reviews).

- Demonstrated ability to interpret regulations and their intent in order to apply them to a situation.

Associate Planner & Senior Planner

Must possess a valid Iowa Driver's License and meet the requirements of the City's motor vehicle policy. Must be able to effectively communicate (orally in person and over the telephone and in writing using electronic devices and handwritten) in English with other employees, businesses and community members.

Associate Planner

Pay Grade: 23 Non- Union

A bachelor's degree from an accredited college or university in planning or a similar area of study. One to two years of experience preferred. Two semesters of Geographic Information Systems course work or an ESRI certificate strongly preferred. Working knowledge of database, word processing, email and spreadsheet programs.

Senior Planner

Pay Grade 26 Non- Union

A bachelor's degree in municipal planning or similar area with at least four (4) years of experience performing municipal planning. Certification as a professional planner preferred. Working knowledge of database and spreadsheet programs.