

City Planner

Department: Community Development

Job Status: Full-Time

Rate of Pay: \$52,349 - \$56,779 DOQ

Status: Open Until Filled



Job Announcement

The City Planner, under the supervision of the Community Development Director, plays a vital role in guiding the city's development initiatives. The City Planner assumes a pivotal role in providing professional guidance, technical support, and leadership to several City Boards including the Planning and Zoning Commission, Zoning Board of Adjustment, Historic Preservation Commission, and Building Trades Board. This position is responsible for proposing updates and adjustments to zoning, subdivision, and other local codes, conducting thorough site plan evaluations, overseeing zoning and subdivision regulations, and managing the residential rental housing inspection program. Additionally, the City Planner contributes to the overall development process by actively participating in planning initiatives, economic development projects, and housing programs.

Job Description

Responsibilities include but are not limited to the following:

- Administers the Residential Rental Inspection Program
- Prepares, maintains and administers the City's Comprehensive Plan
- Reviews, maintains and enforces zoning, subdivision, site plan and sign ordinances
- Evaluates development proposals and provides written review of applications for rezoning, conditional use permits, variances, preliminary and final plats and lot splits.
- Prepares reports, studies and plans on all aspects of development
- Prepares and administers grant applications
- Acts as support staff to the Planning and Zoning Commission, the Zoning Board of Adjustment and others.
- Performs other duties as assigned from time to time.

Job Qualifications:

- Knowledge and Professional Certification: Requires graduation from at least an accredited four-year college or university with Community/Urban and Regional Planning as the primary area of study.
- Minimum Job-related experience: Requires no previous work experience.
- Human Relations: Requires frequent contacts with the public and employees in

other departments to solve problems, using considerable judgment, enforce ordinances, coordinate work, negotiate and influence and obtain cooperation of other people.

- Responsibility: Accountable for own work. Impact on operations, costs, expenses, equipment, or employee or public satisfaction is moderate. Errors may cause inaccuracies, unnecessary costs could be difficult to discover.
- Additional Requirements: Individual must be capable of operating a vehicle safely, possess a valid State of Iowa motor vehicle operator's license (or ability to obtain one upon employment) and have an acceptable driving record.

Acceptable Experience and Training:

- Bachelor's degree with major coursework in planning or an equivalent combination of education and experience

Terms of Employment:

- Full Time, 40 hour per week

Compensation:

- Entry level is \$52,349 annual salary. Excellent benefits package including health, life, and long-term disability insurance; sick, vacation, and holiday leave.