



GRIMES DEVELOPMENT SERVICES DEPARTMENT SEEKS PLANNER I

The City of Grimes seeks motivated applicants to join its team in a Planner I position. This position 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. Starting pay ranges from \$31.51 to \$33.87 per hour, with exceptions made only for the most outstanding or highly qualified candidates.

Please submit job application, resume and cover letter to the City of Grimes website:

<https://www.grimesiowa.gov/Jobs.aspx>

Special Requirements

A post-offer background check is required. Materials will be reviewed as they are submitted through **11:59 p.m., July 21, 2024**.

City of Grimes Job Description

Council Approval: November 9, 2021

Title: Planner

Department/Location: Development Services / Grimes Community Complex

FLSA/Pay Status: Non-exempt

Hourly/Annual Pay: \$31.51 - \$33.87 hiring range

Reports to: Development Services Director or Senior Planner

Position Overview:

Under the general direction of the Development Services Director, the Planner assists in performing routine and technical work associated with both current planning activities, as well as long-range planning activities.

Essential Functions:

(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 duties current to the position.)

Assists with 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.

Assists with the development review process including review of zoning requests, subdivisions, plats, and site plans. Prepares staff comments and correspondence with various property owners, engineers, and architects.

Assists in the preparation of agendas, staff reports, and recommendations for Planning and Zoning Commission and City Council for rezoning applications, subdivision plats, and site plans.

Assists with the administration of applications for variance, special use permits, requests for interpretation, and related matters for action by the Board of Adjustment including the preparation of agendas, written reports with recommendations for action, meeting publication, notification to adjacent property owners and record and file action taken.

Review permits related to zoning, zoning compliance, signs, grading, accessory structures and buildings, temporary site plans, and other permitted zoning activities. Compiles information and completes required reports for presentation at public meetings with government officials, land developers, lawyers, special interest groups, and the general public to present or address issues regarding the City's land use and zoning.

Demonstrates communication and presentation skills to represent the City professionally and effectively to local and regional stakeholders.

Assists with long-range planning and zoning projects including review and updates to the Comprehensive Plan, neighborhood planning, parks planning, and trail planning as assigned.

Explains and provides guidance relative to the City's planning and zoning operations, including applicable codes within area of responsibility to the public, architects, engineers, contractors, and other interested parties.

Perform related work as required and assigned.

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.

Qualifications:

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.

Licenses/Certifications:

Valid driver's license with access to transportation with insurance at required state levels to conduct business throughout the relevant areas.

American Institute of Certified Planners (AICP) preferred.

Skills:

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.

Ability to present projects, findings, and recommendations clearly and concisely in a variety of communication methods.

Ability to perform and understand basic arithmetic calculations as needed for the review of planning and engineering documents.

Knowledge:

Basic to intermediate understanding of the principles, processes, and strategies/techniques of planning and development in the local government environment, including the issues of infrastructure, demographics, housing, design, and land use.

Working Conditions and Physical Requirements:

Mostly sedentary office work with occasional light work requirements to lift or carry up to 25 pounds.

Ability to speak, hear, and see to share information, receive instructions, and complete tasks using a computer screen and typical office equipment including printers/copiers, telephones and similar, with or without modifications.

Ability to function productively in a standard office environment accessing cabinets, shelving, work areas, with occasional ability to navigate rough/uneven terrain in seasonal weather conditions on development or construction sites, with occasional exposure to construction noise and dust.

The City of Grimes is an Equal Opportunity Employer. This job description reflects the administration's assignment of essential functions, and nothing herein restricts the administration's right to assign duties and responsibilities to this job at any time. This job description is not a contract for employment.