



Position Announcement

24 N Center Street, Marshalltown, IA 50158

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www.marshalltown-ia.gov

hr@marshalltown-ia.gov

The City of Marshalltown is an equal opportunity employer

Position: Planner
Department: Housing
FLSA Classification: Hourly
Civil Service Classification: Civil Service
Pay Range: Non union pay matrix Grade 5, (\$27.91 - 37.54 hourly)
Application Process: All applicants must submit the following materials:

1. **City of Marshalltown Employment Application.** Applications can be found at www.marshalltown-ia.gov under employment opportunities
2. **Cover letter and resume.**

Employment application, cover letter and resume should be completed and sent to the City of Marshalltown Human Resource Department either by email hr@marshalltown-ia.gov or printed and sent to **City of Marshalltown Attn: Human Resources, 24 N Center Street, Marshalltown, IA 50158. Please do not fax materials as these will not be accepted.**

Date posted: July 12, 2024

Closing Date: First review of applications will be Monday, July 22, 2024 at Noon - will remain posted until filled

General Statement of Duties

Performs a variety of work primarily related to community planning, zoning administration and enforcement and grant administration.

Community Planning activities include housing development planning, zoning ordinance review and enforcement, building permit review for zoning compliance, permit processing, community plan implementation, grant writing and administration, managing the board meetings for the Plan and Zoning Commission and Board of Adjustment, and working with the City Council.

Grant program activities include working with grants such as HUD Lead Based Paint Hazard Reduction program, Brownfields program, CDBG programs and other local, State or Federal funding.

Distinguishing Features of the Class

This is highly responsible and varied administrative, professional, and technical work involving the implementation of the City's community planning efforts and implementation activities associated with the various grants. The work is performed under the direction and supervision of the City's Housing & Community Development Director, but extensive leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Housing & Community Development Director, Grant Program Manager, City Administrator, the Plan and Zoning Commission, the Board of Adjustment, other City employees, real estate developers and building contractors and subcontractors, architects, property owners, and the general public.

Examples of Essential Work (Illustrative Only)

- Implements the City's community development plans including the newly adopted Zoning Ordinance, Comprehensive Plan, Highway 14 Corridor Study, Downtown Master Plan and others as applicable. Position is responsible for the update and enforcement of the Zoning Ordinance;

- Assists developers and serves as a liaison between the City and land developers, real estate brokers, rental housing owners, construction trades contractors, and other public, private or nonprofit groups and associations interested in development;
- Assists customers in understanding, completing, and filing of permits and applications for building construction, special use permits, home occupations, variances, rezoning, sign permits;
- Responds to requests for information for development purposes; prepares information pertinent to development and zoning issues;
- Responds to local citizen inquiries about questions and issues regarding land use, zoning, and development activities and opportunities;
- Provides staff support, technical and professional advice, makes presentations to the City Council, boards, commissions, civic groups, and the general public concerning development and zoning issues in the community;
- Prepares a variety of reports and related information for decision-making purposes;
- Works with the local economic development organizations to identify potential sites for development purposes;
- Monitors City, state, and federal legislation and regulations relating to development;
- Works with the Chamber of Commerce, the City Council, MCBD, Marshall County, Vision Marshalltown, Region 6 Resource Partners, Local Housing Trust Fund and others to develop strategies to attract developers;
- Works with developers to promote residential, commercial, and industrial development;
- Helps plan sub-divisions in undeveloped areas including infrastructure improvements related to their development;
- Works with others in the preparation and administration of housing and development related grants;
- Updates and maintains local housing information;
- Assists in the implementation of the downtown master plan;
- Works with the Plan and Zoning Commission to update and keep the Comprehensive plan, City code up to date;
- Assists in grant writing and the administration of various grant programs;
- Prepares and submits reports as needed for the Housing & Community Development Director, City Administrator, Plan and Zoning Commission, Board of Adjustment and the City Council pertaining to development and zoning issues;
- Attends professional planning and development workshops, meetings, and conferences as requested and authorized;
- Provides staff support for Plan and Zoning Commission and Board of Adjustment meetings, and other ad hoc City appointed boards;
- Performs related work as required.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of business & economic development;
- Thorough knowledge of municipal zoning and community planning processes;
- Thorough knowledge of grant research, successful grant writing and administration;
- Ability to move housing improvement/development activities toward implementation;
- Ability to prepare accurate and reliable reports;
- Ability to plan, prioritize, direct, motivate, supervise, and evaluate the work of others;
- Ability to communicate well with others both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with City employees, supervisory personnel, property owners, contractors, developers, boards and commissions, and others;
- Ability to use logical thought processes to develop solutions according to written and oral instructions;
- Ability to operate a personal computer using word processing, spreadsheet, and database applications appropriate to assigned duties;
- Understanding and familiarity with GIS or mapping programs;
- Ability to perform a wide variety of difficult technical tasks with accuracy and speed under the pressure of time-sensitive deadlines;

- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to use ingenuity and inventiveness in the performance of assigned tasks;
- Ability to maintain regular and timely attendance at work;
- Ability to get along well with the public and co-workers.
- Ability to communicate in English.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in regional and community planning, business or public administration, economics, marketing, housing, finance, or a closely related relevant field; and/or
- Four years direct experience, including planning, zoning enforcement and administration, grant administration and housing program administration; or
- Any equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a valid Driver's License issued by the State of Iowa.

Essential Physical Abilities

- Clarity of speech and hearing which permits the employee to communicate well with others;
- Sufficient vision, with or without correction, which permits the employee to make comprehensive visual inspections of projects and review a wide variety of written and drawn materials;
- Sufficient manual dexterity which permits the employee to operate an automobile and physically inspect projects during all phases of construction in all forms of weather; ability to climb or balance; stoop, kneel, crouch, or crawl; smell;
- Ability to pass employment physicals including drug testing.

Essential Working Conditions

- The noise level in the work environment is usually moderate.
- Employee has some exposure to outside weather conditions.

City of Marshalltown Benefits & Retirement Information

Insurance

Employees and their eligible dependents are eligible for group health coverage on the first day of the month immediately following start date of employment

Medical/Dental

- Health Partners
- \$20 Office visit co-pay; \$500 single/\$1,000 family deductible; \$1250 single/\$2500 out of pocket maximum
- Major medical 90%/10% co-insurance if PPO providers are utilized
- Annual wellness/preventive benefits paid at 100% for eligible routine physicals, vision exams, etc.
- Prescription drug plan coverage along with mail order prescription drug service available for maintenance medications in a 90-day supply for the cost of \$60 per 90-day prescription for brand name and \$30 per 90-day prescription for generic.
- Dental plan covers preventive check up at 100%, along with 80% coverage for basic services (fillings, root canals) and 50% coverage for major services (bridges, crowns). \$1,500 annual benefit maximum per plan member and \$1,500 orthodontia lifetime benefit per plan member.

Voluntary Avesis Vision Plan

- Annual allowance for contact lenses or frames and lenses; Discounts for Lasik Surgery

Life Insurance

- Employee Life insurance and AD&D of one times the employee's annual salary paid at 100% by the City.
- Supplemental term life insurance may be purchased for the employee up to \$300,000.
- Life coverage may be purchased for spouse up to \$150,000, and for eligible dependent children (\$2,000, \$5,000 or \$10,000).

Long Term Disability Insurance

- 180 day waiting period for benefits begin); Benefit is 60% of base salary with a maximum of \$3,000/month

Flexible Benefit Plan

- Medical and/or Dependent care spending accounts may be established that allow an employee to set aside a portion of earnings to pay for unreimbursed medical care and/or dependent care expenses on a pre-tax basis.

Employee Assistance Program

- Available at no cost to the employee and family members to provide short-term counseling, referral services, and resources to assist with personal issues.

Vacation

Negotiable

Paid Holidays & Personal Days

9 paid holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and a Floating Holiday for Christmas) and 2 personal days granted on employees anniversary date.

Sick Leave

Sick leave is earned from the first pay period of employment. A full-time employee will earn four hours per each two-week pay period, to a maximum accumulation of 1,040 hours.

Retirement plan

Employees in this classification of employment are required by state law to contribute to the Iowa Public Employees' Retirement System (IPERS).

Continuation of health/dental insurance when no longer employed by the City

Non-union City employees who are covered by the City's group medical/dental plan and life insurance on the day prior to a defined "normal" retirement with IPERS or termination of their employment due to a disability are eligible to continue their existing group coverage. The City pays 50% of the premium for non-union employees (including spouse and eligible dependents covered by the plan) who have at least 15 years of continuous service in a position that was eligible for insurance benefits.

Retirement Health Savings Plan

Upon separation of employment or retirement with the City, all unused and accrued vacation time and any eligible sick time payout (25% payout for employees who have a normal retirement and have 15 years of service or more) will be converted into a RHS account on a tax deferred basis. These RHS account dollars can be used to pay for medical expenses such as: health insurance premiums, Medicare premiums, COBRA premiums, co-pays, deductibles, prescriptions, and other qualified expenses defined by the IRS.

Deferred Compensation and Individual Retirement Accounts (IRAs) (Policy 3.14)

Deferred compensation (Section 457 of the IRS code) is a method to enable public employees to defer federal and state income taxes on a portion of their savings. Taxes are paid on the savings and earnings when withdrawn, usually during retirement, when the employee is presumably in a lower tax bracket. ICMA (International City/County Management Association) administers the City's deferred compensation plans and both traditional and Roth IRAs. These plans are available for regular employees who are regularly scheduled to work at least 520 hours per year. Employees may elect to contribute to these plans through payroll deductions.