



# COMMUNITY DEVELOPMENT DIRECTOR



Annual Salary: \$124,459 - \$175,750

This position is responsible for long-range planning, serving as Planning Director and Zoning Administrator for the City of Johnston. Under general direction, it directs the Community Development, Building, and Economic Development Departments, requiring independent judgment and initiative.

## How to Apply

 [www.cityofjohnston.com/jobs](http://www.cityofjohnston.com/jobs)

 Sunday, August 18

 \$124,459 - \$175,750

## Key Attributes for Success

- **Expert Knowledge:** Community planning, public administration, municipal budgeting, construction, and engineering principles.
- **Leadership:** Ability to supervise, train, evaluate, and lead others.
- **Communication:** Effective oral and written communication skills.
- **Analytical Skills:** Ability to prepare accurate reports with findings and recommendations.
- **Problem-Solving:** Logical and creative thought processes to develop solutions.
- **Time Management:** Ability to meet deadlines accurately and efficiently.
- **Adaptability:** Willingness to learn and apply new skills quickly.
- **Mobility:** Valid Iowa driver's license or equivalent mobility.

Advance your career  
in Johnston



Johnston is a thriving, stable, and forward-thinking community that offers a perfect balance of career opportunities and an exceptional quality of life. The city's strong community spirit, showcased through its renowned festivals and vibrant neighborhoods, creates an inviting atmosphere for employees and our residents who live here.

Johnston's proactive initiatives to enhance public spaces, support environmental efforts, and boost local businesses demonstrate its commitment to enhancing residents' quality of life. Throughout the year, our leaders work to implement strategic plans that encourage sustainable development and elevate the standard of living for all community members.

By working collaboratively with key stakeholders, promoting robust economic growth, and managing resources responsibly, our team transforms Johnston into an even more desirable place to live, work, and thrive.

## Key Responsibilities

- Supervises, plans, organizes, directs and evaluates the work of Department employees.
- Oversees the development and implementation of all planning and development-related processes within the City of Johnston, including planning, zoning, land development, annexation, site plans, subdivisions, code enforcement, building inspections, and issuance of permits.

## Education Requirements

- Bachelor's degree in community and regional planning or related field
- 5+ years of responsible administrative and supervisory experience is required
- AICP certification (*preferred*)
- Masters degree (*preferred*)

## Special Qualifications

- Frequently attends off-hour meetings.
- Performs sedentary work involving sitting, walking, standing, occasional bending, lifting, and carrying light objects.

## Key Qualities

- Leadership-Oriented
- Organized
- Strategic Thinker
- Effective Communicator
- Detail-Oriented
- Collaborative
- Innovative
- Proactive
- Financially Savvy
- Policy Developer
- Public Relations Skilled
- Environmentally Conscious
- Community-Focused
- Problem Solver
- Adaptable
- Multi-Tasker
- Team Leader
- Visionary



## Key Responsibilities

- Ability to establish and maintain effective working relationships with the Mayor, City Council, civic groups, departments and the public.
- Supervises and coordinates the development and revision of the comprehensive plan, subdivision regulations, zoning ordinance, building and housing codes and other regulations related to community development.
- Informs and advises the City Administrator, or their designee, of departmental needs; provides recommendations to the City Administrator, or their designee, in the preparation and administration of the departmental operating and capital budgets.
- Provides staff support to the Planning and Zoning Commission, Board of Adjustment, and related boards and committees and prepares, edits, reviews, organizes, and conveys development and planning information and recommendations to those bodies and to the City Council.
- Works with the Communications Department to effectively communicate activities within the department.
- Actively presents information about the department to service clubs, civic groups, City Council and other stakeholders and organizations concerning departmental activities. Initiates and promotes public information activities related to the department, including working with staff/citizen committees and conducting neighborhood meetings.
- Assists in the preparation of the capital improvement program with a primary focus of public infrastructure (water, sanitary sewer, storm sewer, streets) to serve expansion areas and future development.
- Supervises and coordinates the City's Economic Development Department and incentive programs.
- Supervises and coordinates the City's sustainability efforts, including the development, implementation, education, training and tracking of environmental initiatives within the organization to promote sustainability and reduce ecological impact.
- Supervises and coordinates the City's Building Department.
- Supervises and coordinates the City's Stormwater Utility, including long-range planning, budgeting, management, oversight, and financing of capital improvement program projects and homeowner grant programs.
- Serves as liaison between the City and developers, contractors, builders and various State and Federal agencies.

