



Associate Planner

Posting Date: 07/22/2024

The City of Indianola is currently welcoming applications for the position of Associate Planner.

The City of Indianola (pop.15,833) is a growing community with a historic downtown, located approximately 15 minutes south of Des Moines. It is a safe community with Midwestern values, friendly people and excellent schools. Indianola, which is home to Simpson College, the world-renowned Des Moines Metro Opera and the National Balloon Museum and U.S. Ballooning Hall of Fame, is known for its excellent access to outdoor activities, a nice trail system, five major parks and two golf courses. The community welcomes thousands of visitors annually who come to Indianola to enjoy major events such as the National Balloon Classic, the Warren County Fair and other events.

This position is responsible for a number of tasks, including, but not limited to:

- Interprets and applies applicable codes, ordinances, and regulations.
- Participates in the preparation, updating, maintenance and planning of the City's comprehensive development plans and land use ordinances and development activities.
- Inspects and approves plans and all phases of private construction and improvement work to assure the appropriate construction is completed in compliance with the zoning classification, plans, standards, specifications, special requirements, codes, and regulations; issues correction notices or approvals as required.
- Assists in the maintenance, updating and completion of required reports to regulatory agencies and others; corresponds with regulatory agencies and others.
- Provides professional planning and development advice and assists in coordinating the department's research and compiling of information for the Board of Adjustment hearings and Planning and Zoning Commission.

The successful candidate will have:

- High school graduation or equivalent.
- Bachelor's degree in planning, architecture, landscape architecture, engineering, urban geography, public administration, or similarly related field.
- Two (2) years of related work experience; may consider other field related experience.
- Valid driver's license and good driving record
- Ability to receive certification from American Institute of Certified Planners (AICP) within two (2) years of employment. Certification from American Institute of Certified Planners (AICP) is preferred.
- Ability to express ideas effectively, verbally and in writing and to prepare comprehensive records and report and maintain effective working relationships with other officials, civic organizations, employees, and the general public
- Comprehensive knowledge of the principals and accepted practices of municipal planning and zoning activities and recent developments in the field of urban planning.

*** See attached job description for full list of duties and qualifications. ***

Internal employees should fill out the Internal Job Transfer Application form to apply.

The starting salary is \$67,252.50 (\$32.33/hour) with a comprehensive benefits package. This is a full-time, non-union position that will work 40 hours a week. Employment is contingent upon successful completion of a post-offer drug screening and background check. The position will close at 12 PM on August 9, 2024.

The City of Indianola is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.