

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Building & Code Enforcement	DEPARTMENT NUMBER	340
REPORTS TO (TITLE)	City Administrator	JOB FAMILY	Community Development
PAY GRADE	13	DATE OF LAST REVIEW	April 2025

NATURE OF WORK

The fourth level of the Planning & Zoning series directs the operations of community development plans, programs and services, which includes departments such as: Building and Code Enforcement and Planning. Provides leadership and supervision to employees to develop and implement community policies and programs for the City of Ottumwa in compliance with Federal, State and local laws and regulations. Prepares and manages the departments' and programs budgets. Presents and communicates reports to public boards, commissions and community partners. Plans and implements long-term community development goals and projects for programs such as Comprehensive Plan, Housing Study, Urban Revitalization and Renewal Plans, among others. Serves as a member of the City Administrator's executive team.

Under the leadership of the City Administrator, this position exercises independent judgment and works with minimal supervision on the City of Ottumwa planning, zoning, building inspection, code enforcement, housing, economic development, and community arts functions. Prepares the City's comprehensive development plans and land use ordinances. Responsibilities include the technical advice for development, building, land use, zoning codes, or other related areas for creation of policies. Responsible for technical review of subdivisions, site plans, and development plans including conditional approval process with developers and consultants. Might seek guidance from City Administrator, when needed.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Plans, coordinates, assigns, directs and exercises general direction over employees in departments such as Building and Code Enforcement, and Planning including complaints to the services of the department; administers and evaluates programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards; coordinates activities between multiple service areas and works to integrate and coordinate service areas;
2. Serves as a liaison at a variety of events, meetings and/or sessions to employees, external organizations, citizens and/or the community. Manages the relationship with community partners such as Legacy Foundation, Greater Ottumwa Partners in Progress, and/or Main Street Ottumwa. At a variety of meetings, public events, training sessions, committees, and/or other related events.
3. Develops and administers division budgets; monitors revenue and cost throughout the fiscal year, approves expenditures and reviews financial reports.
4. Manages prospective development by communicating policy and process, negotiating from the City's interest on incentive agreements. Seeks out prospective development and pitches projects.

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
5.	Serves as technical consultant to the Planning and Zoning Commission, Historic Preservation Commission, and Zoning Board of Adjustment and presents staff reports and recommendations to those bodies.
6.	Supervises City service contracts relating to the department (trash, recycling); Serves as liaison between the city and builders, contractors, developers, and various State and Federal agencies.
7.	Develops and directs Community Development Department policies, procedures, regulations, programs, systems, operations, goals and objectives, including the production of written documents and materials, such as maps, reports, GIS material, and news releases;
8.	Prepares reports and supplemental information for city council meetings. Presents regular project updates and presentation before the city council, staff, public organizations and the media. Regularly updates department specific aspects of long-term planning platform.
9.	Serves as the Building Official for the City of Ottumwa and takes final responsibility for code review and inspection reports.
10.	Ensures appropriate communication and coordination of efforts occur between department employees, other departments of the City, the City Administrator, Mayor/City Council members, outside agencies, applicants and their representatives involved in the development review process.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline etc. of regular, part-time and contract employees. Makes hiring, termination, and disciplinary decisions. Ensures adherence to company policies and safety regulations while fostering a positive work environment. Manages schedules, resolves conflicts, and implements process improvements to enhance productivity.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS
Bachelor's degree with major coursework in Public Administration, Urban Planning, Land-Use planning, Economic Development, or , Political Science, or other closely related field, AND Five (5) years progressive administrative experience in the field of community development, planning, economic development, or municipal government, with at least three (3) years of supervisory experience OR An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities. A Master's degree is preferred.

LICENSING / SPECIAL REQUIREMENTS

Valid driver's license.

American Institute of Certified Planners (AICP) certification preferred.

SKILL / ABILITIES REQUIREMENTS

- Ability to take initiative and to learn and understand local ordinances, state and federal rules and regulations; knowledge of zoning activities and code enforcement activities; knowledge of the principles of local planning, zoning, building, development, inspection services and policy development
- Knowledge of theory, principles, standards, information sources, and professional practices applicable to urban planning, planning and zoning law, and development plan review.
- Ability to work independently with intermittent direct supervision;
- Ability to deal with politically-sensitive issues and maintain confidentiality;
- Ability to establish and maintain effective working relationships with other employees and the general public;
- Recordkeeping principles;
- Management and financial oversight of department budgets;
- Prioritizes and assigns work;
- Understand and carry out written and oral instructions;
- Time management;
- Building trades knowledge;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction;
- Analytical decision making – considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Complex problem solving – identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

PHYSICAL REQUIREMENTS

Positions in this class typically require: talking, hearing, seeing, standing, walking, sitting, grasping, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats as needed.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Driving / Travel

CLASSIFICATION HISTORY	
DATE	COMMENT
August 2023	Draft prepared by CHM
December 2023	Revised per PDQ by BC
April 2025	Updated by BC with feedback from City Administrator

EEOC
<i>The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.</i>

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.