



Director of Community & Economic Development

Posting Date: 06/17/2025.

The City of Indianola (pop.16,069) is a growing community with a historic downtown, located approximately 15 minutes south of Des Moines, IA. 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, the National Balloon Museum, and the 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 Des Moines Challenge Disc Golf Tournament, the Warren County Fair, and other events.

This senior executive-level position serves as the Department Head for the Community & Economic Development Department. Core duties and responsibilities of the position include:

- Strategic Leadership & Oversight – Direct and manage departmental operations encompassing planning, zoning, community and economic development, code enforcement, and rental housing inspections to ensure regulatory compliance and operational excellence.
- Development Review & Approval – Oversee site and development plan reviews, ensuring projects meet municipal code, policy, approved plans, and regulatory requirements while coordinating with city departments, developers, and consultants.
- Economic Growth, Business Recruitment & Redevelopment – Lead economic development initiatives, including business recruitment, retention, expansion, complex redevelopment projects, development agreements, and incentive programs such as tax increment financing (TIF).
- Code Review & Regulatory Compliance – Review, update, and enforce municipal codes, policies, and procedures while integrating best practices and monitoring legislative changes to ensure adherence to local, state, and federal requirements.
- Financial & Resource Management – Develop and administer departmental budgets, optimize resources, secure grant funding, and drive strategic financial planning to support infrastructure improvements and sustainable development efforts.
- Stakeholder Engagement & Governance Support – Provide expert recommendations to the city leadership, foster transparent communication with civic groups, commissions, and community partners, and ensure effective implementation of city plans and policies.
- Direct and oversee departmental operations, ensuring excellence in planning, zoning, community/economic development, building, permitting, code enforcement, and rental housing inspection.

Minimum requirements include:

- Graduation from high school.
- Bachelor's degree in planning, architecture, landscape architecture, engineering, urban geography, public administration, or a similarly related field; a Master's degree is preferred.
- Seven (7) years of related work experience required with a minimum of two (2) years supervisory and/or administrative experience preferred; may consider other field-related experience.
- Certification from the American Institute of Certified Planners (AICP) is preferred.
- Comprehensive knowledge of the advanced principles and accepted practices of municipal planning and zoning activities, and recent developments in the field of urban planning.

Scored Grade 9: \$113,557.50-\$153,426.60; anticipated starting salary \$ 113,557.50 to midpoint \$129,806.96 depending on qualifications. The position also comes with a comprehensive benefits package that includes vacation, sick leave, personal leave, life insurance and AD&D, short and long-term disability, health, dental, and vision insurance, retirement, tuition reimbursement, and an employee assistance program. A first review of applications will begin July 8, 2025. A cover letter and resume are required.

External candidates can apply through the website at: <https://www.indianolaiowa.gov/410/Human-Resources>

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. If you need any accommodation during the selection process because of a disability, please notify the Human Resources department at (515) 961-9410 and we will provide appropriate accommodation.