



City of Urbandale Community Development Director

SALARY	\$142,517.00 - \$187,543.00 Annually	LOCATION	Urbandale, IA
JOB TYPE	Full-Time	JOB NUMBER	25-Comm Dev Director-01
DEPARTMENT	Community Development/Building	DIVISION	Community Development
OPENING DATE	10/08/2025	CLOSING DATE	10/29/2025 11:59 PM Central

Summary Description

Under the general direction of the City Manager, directs the City's planning, building inspection and code enforcement activities. Performs a wide variety of complex professional and administrative tasks in directing the development and regulatory enforcement of planning, zoning, property maintenance, building, and housing. Provides sound technical advice to the Planning and Zoning Commission, City Council and the City Manager.

Curious about the impact you could make? Click the [Community Development Director](#) guide and explore your future as our next Community Development Director!

The City of Urbandale offers a comprehensive salary and benefit package.

Full-time non-union benefits for this position include:

- Relocation package available up to \$5,000 for candidates relocating from over 60 miles to move within the city limits of Urbandale.
- Car and cell phone allowance
- Individual health insurance for only \$77.86 per month; or family health insurance for only \$238.94 per month
- Dental, vision, and flexible spending account options
- 15 paid vacation days per year
- 12 paid sick days per year
- 10 paid holidays + 3 additional personal holidays
- 4 weeks of paid paternal leave
- City-paid Long Term Disability coverage
- IPERS retirement plan
- 457(b) retirement plan with 4% city match
- City-paid Life Insurance policy plus additional voluntary life insurance options
- Employee Assistance Program
- Onsite Wellness Center

Routine Job Duties/Responsibilities

- Develops, coordinates and supervises the operations of planning, zoning, property maintenance code, building, and housing inspection activities of the City.
- Supervises and directs the preparation of written and graphic material for factual, clear and concise presentations to City Council, Planning and Zoning Commission, Board of Adjustment, Boards of Appeal, and other community meetings.
- Determines the priority of work and makes work assignments necessary to carry out such priorities, supervises the work of departmental activities and personnel.
- Supervises and directs coordination of the review and approval process with other City departments.
- Directs the preparation, updating and implementation of the City's Comprehensive Plan, urban renewal plans, ordinances relating to the department, and voluntary and involuntary annexations.
- Attends and participates in Planning and Zoning Commission meetings, City Council meetings, and other meetings as necessary to represent the department or the City.
- Responds to inquiries
- Prepares and oversees the department's operating budget.
- Hires, evaluates, and effectively manages personnel in accordance with the policies of the City.
- Performs work in alignment with the City's mission, vision, values, policies and strategic priorities.
- Performs related work as assigned.

Typical Qualifications

Must be able to pass a pre-employment offer: professional reference checks, drug screen, motor vehicle report and background check which may include a credit history check. Typical qualifications would be equivalent to:

- Bachelor's degree in Planning, Architecture, Landscape Architecture, Engineering, Urban Geography, Public Administration, or similarly related field required; a Master's Degree is preferred.
- Seven (7) years of related work experience with at least three (3) years of supervisory experience required. Previous experience as a Director is strongly preferred.
- Certification from American Institute of Certified Planners (AICP) is preferred.
- Valid Driver's License required

*Preference will be given to candidates that match the city's preferred qualifications.

See the [Community Development Director Job Description](#) for more details on the knowledge, skills and abilities.

Supplemental Information

Applicants selected to advance in the process will be invited to participate in two rounds of interviews. Candidates will be notified via email and/or text message to self-schedule their interview time slots. Be sure to apply with a valid email you check regularly and sign up for text message option.

Anticipated Timeline:

Initial virtual interviews: November 12, 2025 - November 13, 2025 - (official date will be determined by the number of candidates and sent out in future communication)

Finalist interview: December 8, 2025 - December 9, 2025 - (official date will be determined by the number of candidates and sent out in future communication)

Start date approximately: February, 2026

The salary range listed includes pay steps based on length of service with the City of Urbandale. New employees usually start at the lower end of the pay range, but starting salary can vary depending on qualifications.

The City of Urbandale is an Equal Opportunity Employer. Persons with disabilities must submit requests for ADA accommodations to the Human Resources Department, in writing at HR@urbandale.org, prior to the application deadline.

Employer

City of Urbandale

Address

3600 86th St.

Urbandale, Iowa, 50322

Phone

515-278-3900

Website<http://www.urbandale.org>**Community Development Director Supplemental Questionnaire*****QUESTION 1**

Please indicate your level of relevant education.

- ☐ Bachelors Degree
- ☐ Masters Degree in progress
- ☐ Masters Degree completed

***QUESTION 2**

Please indicate your relevant Director level experience.

- ☐ None
- ☐ Less than 2 years
- ☐ 2-3 years
- ☐ 4+ years

***QUESTION 3**

Do you possess the AICP certification.

- ☐ Yes
- ☐ No

***QUESTION 4**

The starting salary for this position depends on a variety of factors including candidate qualifications, ranging from the minimum \$134,145 to midpoint \$150,896. Does this align with your salary expectations?

- ☐ Yes
- ☐ No

*** Required Question**