



City of Johnston (IA)
Community Development Director

SALARY	\$124,459.00 - \$175,750.00 Annually	LOCATION	Johnston, IA
JOB TYPE	Full-Time	JOB NUMBER	25 Comm Dev Dir
DEPARTMENT	Community Development	OPENING DATE	01/05/2026
CLOSING DATE	2/1/2026 11:59 PM Central		

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.

The following duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

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.

Develops policies and procedures designed to increase the efficiency and effectiveness of departmental operations and address all planning and development related processes within the City of Johnston.

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 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.

Ability to establish and maintain effective working relationships with the Mayor, City Council, civic groups, departments and the public.

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/monitoring of environmental initiatives within the overall 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.

Performs special projects for the City Administrator or Assistant City Administrator as requested.

Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.

Regular work attendance is required.

Graduation from an accredited college or university with a bachelor's degree in community and regional planning or related field and five years of responsible administrative and supervisory experience in municipal land use administration preferred. Master's degree preferred.

Licenses/Certifications

AICP certification preferred

Valid Iowa Driver's license

Knowledge and Skills

Comprehensive knowledge of community planning principles and public administration practices required. Knowledge of municipal budgetary practices and construction and engineering principles. Ability to provide administrative direction and oversight within a municipal department and to supervise, train, evaluate and lead the work of others. Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language. Ability to understand and follow oral and/or written policies, procedures and instructions. Ability to prepare and present accurate, reliable reports containing findings and recommendations. Ability to operate a personal computer using standard or customized software applications. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time sensitive deadlines. Ability and willingness to learn quickly and put to use new skills and knowledge brought about by rapidly changing information and/or technology. Possession of a valid Iowa driver's license or evidence of equivalent mobility.

PHYSICAL CHARACTERISTICS OF WORK

Work is performed in a typical office or administrative environment. The worker is not substantially exposed to adverse Environmental Conditions. Essentially sedentary work involving sitting, walking, standing, occasional bending, lifting and carrying paper and related light objects generally weighing 10 lbs. or less. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodations, which permits employee to communicate effectively. Sufficient vision or other powers of observation, with or without reasonable accommodations, which permits the employee to observe a wide variety of written material in electronic and hard copy form. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment. Sufficient personal mobility and physical reflexes, with or without reasonable accommodations, which permits the employee to function within the general office environment and have access to various work sites throughout the City.

SPECIAL QUALIFICATIONS

Frequently attends off-hour meetings.

Successful completion of a post-offer drug screen.

Employer

City of Johnston (IA)

Address

6221 Merle Hay Road
PO Box 410
Johnston, Iowa, 50131

Phone

515.278.2344

Website

<http://www.cityofjohnston.com/jobs>