



## POSITION ANNOUNCEMENT

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Position: Planning & Zoning Director

Department: Planning

Current salary range: \$40.86 – \$48.08 per hour

Application Requirements: All applicants must submit the following materials:

1. City of Fairfield Employment Application (online at <https://cityoffairfieldiowa.com>)
2. Cover Letter / Letter of Interest
3. Resume

(Candidates should not send copies of certifications and trainings, please list on resume.)

Submit application and upload materials through City's online application process; if you need assistance, please email [rloper@fairfieldiowa.gov](mailto:rloper@fairfieldiowa.gov).

Date Posted: May 26, 2026

Closing Date: Materials must be received by 11:59 PM on July 7, 2026.

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### Position Description

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| <b>Position Title:</b> Planning and Zoning Director | <b>Department:</b> Planning                      |
| <b>Reports to:</b> City Administrator               | <b>Supervises:</b> Planning and Zoning Assistant |
| <b>FLSA Status:</b> Exempt                          | <b>Dates Revised:</b> April 2026                 |
| <b>Salary:</b> \$40.86 – \$48.08 per hour           |  |

### Position Summary

Under the general direction of the City Administrator, the Planning and Zoning Director serves as the City's lead authority on land use, zoning administration, long-range city development, and building inspection. The Planning and Zoning Director is responsible for managing and coordinating planning, building, zoning, and land-use functions for the City. This role includes policy development and implementation, ordinance administration, long-range planning, permit review and inspection, staff supervision, and interaction with elected officials, boards, applicants, and the public. The position plays a central role in guiding community growth, ensuring consistency with comprehensive plans and Chapter 414 of the Iowa Code.



### Essential Duties and Responsibilities

- Develops objectives for area(s) of responsibility.
- Administers and enforces zoning, development, and building regulations, including permit issuance and compliance actions; performing zoning and building inspections only to the extent authorized by municipal code and departmental assignment.
- Reviews and evaluates planning policies, codes, and procedures; recommends ordinance, policy, and program updates to support local planning, buildings, and development objectives. Specific municipal code sections included in the scope of responsibility include:
  - 1.12 – Precincts and Wards
  - 5.12 – Shows and Exhibitions
  - 5.16 – Distribution of Advertising Matter
  - 5.24 – Junk Yards
  - 7.16 – Slaughterhouses
  - 9.30 – Peddlers, Solicitors, and Transient Merchants
  - 9.31 – Mobile Food Units
  - 9.40.045 – Deer Feeding and Attractants
  - 9.68 – Nuisances
  - 9.76 – Regulations Pertaining to vegetation
  - 9.96 – Discrimination in Housing
  - 11.04.070 - Building numbering system.
  - 11.04.080 - Placement of numbers required.
  - 11.04.090 - Violation
  - Title 17 – Building and Construction, excluding 17.04
  - Title 20 - Zoning, excluding 20.78
  - Any subsequently amended or successor provision to the above
- Assist with providing public information, interpretation, enforcement and interdepartmental coordination of city ordinances related to nuisances, city property, rights-of-way, and subdivisions.
- Leads the preparation, update, and implementation of the Comprehensive Plan and other long-range planning documents, including coordination with stakeholders and advisory bodies.
- **Serves as technical advisor and staff liaison** to the Planning and Zoning Commission, Board of Adjustment, and other assigned boards or committees.
- **Prepares and presents clear, accurate oral and written reports** to City Council, boards and commissions, regional organizations, and community groups.
- Engages professionally with developers, consultants, residents, and business owners, providing guidance on development processes and regulatory requirements.
- Maintains official zoning and ward maps, planning records, and archives, ensuring accuracy and accessibility of planning and zoning documentation
- Develops departmental budget requests, manages assigned resources, supervises administrative support staff, and maintains professional knowledge through ongoing training related to planning, zoning, and building codes, including awareness of legislation affecting city financing, community development and building regulations
- Coordinates with Public Works Director on review of subdivisions and infrastructure standards, but does not assume primary responsibility for engineering design. Coordinates with Community Service Officer(s) on enforcement activities, but does not assume primary responsibility for routine nuisance enforcement.
- Performs other duties as assigned.

### Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.



- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Attends ongoing training and certification sessions as required. Completes required certification in a timely manner.

## **Requirements**

### *Knowledge, Skills, and Abilities*

- Knowledge of planning and zoning principles and practices, including land use regulation and community development fundamentals.
- Knowledge of municipal codes and ordinances related to zoning, subdivision, land development, and related regulations.
- Working knowledge of building construction principles and applicable building codes as they relate to zoning and development review.
- Familiarity with land development and infrastructure systems, including urban design, stormwater management, transportation, and municipal utilities.
- Must be able to administer and apply zoning and land use regulations fairly, consistently, and professionally.
- Must be able to analyze complex issues, interpret technical and regulatory information, and apply sound judgment within established policies and legal frameworks.
- Must be able to prepare clear, accurate, and professional written materials, including staff reports, findings, correspondence, and recommendations.
- Must be able to communicate clearly, effectively, and professionally, both orally and in writing, including presenting information to boards, commissions, elected officials, and the public.
- Must be able to establish and maintain effective working relationships with elected officials, department staff, developers, agencies, and community members.
- Must be able to manage multiple priorities, work independently, and maintain professionalism in a public-facing environment.

### *Education and Experience*

- A Bachelor's Degree in Community Planning, Building Science, Civil Engineering, or a related field from a accredited college or university is preferred.
- A minimum of five (5) years of progressively responsible experience in planning, zoning, building or local government administration is preferred.
- At least two (2) years of experience in a supervisory or lead administrative capacity is required.

### *Physical, Mental, and Visual Effort*

- Must be able to stand, walk, climb, bend, stoop, reach, grasp, push, pull, and lift in the performance of assigned duties.
- Must be able to use hands and fingers to operate standard office equipment, including computers, telephones, and related technology.
- Must perform work primarily in an office environment while regularly conducting fieldwork, including site inspections and visits to construction or development locations, with exposure to varying weather conditions.
- Must be able to concentrate on detailed and complex tasks, including the review and interpretation of plans, drawings, maps, legal descriptions, and technical and regulatory documents.
- Must be able to communicate effectively through speaking, listening, reading, and writing in both formal and informal settings.
- Must be able to perform basic arithmetic and algebraic calculations related to measurements, plan review, and data evaluation.
- Must be able to lift and carry up to 20 pounds frequently and up to 50 pounds occasionally, with or without reasonable accommodation.



- Must be able to see, hear, and communicate effectively to safely perform assigned duties and interact with coworkers and the public, with or without reasonable accommodation.
- Must possess and maintain a valid Iowa driver's license.

**Working Conditions**

- Outdoor exposure to natural elements, including varied and extreme temperatures, noises, and smells. Occasionally exposed to chemicals, smoke, loud noises, and fumes.
- Indoor exposures related to an office environment with controlled temperatures and minimal exposure to loud noises or unusual smells.
- Working closely with others and alone.
- May require work outside of normal office hours and may include weekends, holidays, and special events.
- Frequent interaction with the public in potentially contentious or sensitive situations.

**Disclaimer**

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service, City of Fairfield employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Fairfield is to be considered "at-will".

**Employee Acknowledgement**

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements, and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements, and working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_

Date: \_\_\_\_\_