



## JOB DESCRIPTION

**POSITION:** DIRECTOR OF COMMUNITY & ECONOMIC DEVELOPMENT  
**DEPARTMENT:** COMMUNITY & ECONOMIC DEVELOPMENT  
**CIVIL SERVICE:** NO  
**REPORTS TO:** CITY MANAGER

**FLSA STATUS:** EXEMPT  
**PAY GRADE:** CE 13

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### SUMMARY:

This is a senior executive level position that serves as the Department Head for the Community & Economic Development Department. Accordingly, the position is responsible for and coordinates the operations and activities of the department, which includes:

- Oversight and implementation of the City’s Comprehensive Master Plan,
- Oversight and enforcement of the City’s subdivision, zoning, building and other land use and development codes.
- Enforcement of the City’s property maintenance codes,
- Oversight of permitting for residential, commercial and other types of construction,
- The position will also assist in the development and coordination of the City’s economic development program.

### SUPERVISES:

Building Official  
Office Manager

### EQUIPMENT USED:

Vehicles, standard office equipment and other power equipment to perform a variety of job requirements.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive.

- Directs and participates in the preparation and planning of the City’s comprehensive development plans and land use ordinances.
- Directs development activities for the City and manages the permitting process for development projects. In doing so, the position ensures that appropriate communication and coordination of efforts occurs between and among planners, engineers, other departments of the City, outside agencies and applicants and their representatives involved in development review, permitting and/or construction.
- Oversees and direct actives of the department, including: zoning, planning, building, economic development and other duties and responsibilities. Is aware of and endeavors to meet the requirements of City, state and federal regulations.

- Assists in planning, organizing and administering complex redevelopment, economic development, Community Development Block Grant Programs and neighborhood development projects, programs and activities.
- Manages and supervises departmental operations to achieve goals within available resources, delegates work to subordinates, provides first-line supervisor of departmental staff, approving timesheets, requests for overtime and time off, trains new employees, performs annual performance evaluations of departmental staff.
- Works with internal and external City partners, including: the Indianola Chamber of Commerce, Warren County Economic Development Corporation, Greater Des Moines Partnership, the City Manager, City Engineer and the City's corporate authorities, on the negotiating development agreements and developing strategies designed to market and recruit the City of Indianola as a destination for development.
- Responsible for the coordination and/or preparation of various community and economic development projects and long-range plans as may be directed by the City Manager.
- Working with departmental staff, other city departments and the City Engineer, inspects and approves plans and all phases of private construction and improvement work to assure the appropriate construction is completed in compliance with the zoning classification, plans, standards, specifications, special requirements, codes and regulations; issues correction notices or approvals as required.
- Supervises and assists in the maintenance, updating and completion of required reports to regulatory agencies and others; corresponds with regulatory agencies and others.
- Provides assistance and information to economic development projects.
- Assures that all work performed in the unit meets the City's standards for customer service, accuracy, quality and efficiency.
- Assures maintenance and updating of the zoning and land use maps.
- Provides professional planning and development advice and coordinates the department's research and compiling of information for the Board of Adjustment hearings, Planning and Zoning Commission, City Council and City Manager. Attends and provides staff assistance at meetings as requested by the City Manager.
- Ensures the City's subdivision, zoning, building, property maintenance codes are reviewed, updated and enforced.
- Oversees the financial aspects of the department's operations, including accounting for department revenues and expenditures, preparing for the annual department budget, applying for appropriate grants and other outside funding opportunities. Also oversees the capital expenditures, such as vehicles, as needed. Assures that all operations of assigned unit are within authorized resources (i.e. budget, staffing).
- Coordinate the site plan and development plan review and approval process in addition to other departmental projects with developers, consultants, City Engineer, City departments and others.
- Represents the City at various regional boards and commissions as directed by the City Manager.
- Attends workshops and seminars as approved to further develop knowledge, skills and abilities in order to develop new or to maintain and enhance areas of expertise.
- Assists other departments as requested.
- Follow OSHA procedures to ensure safety policies and procedures are enforced for the protection of crews, co-workers and public.
- Other duties may be required and assigned.

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**MINIMUM QUALIFICATIONS:**

- Graduation from high school.
- Bachelor's degree in planning, architecture, landscape architecture, engineering, urban geography, public administration or similarly related field; a Master's degree is preferred.
- Seven (7) years of related work experience with at least 2 to 3 years of supervisory and/or administration experience; may consider other field related experience.
- Certification from American Institute of Certified Planners (AICP) is preferred.
- Ability to express ideas effectively, verbally and in writing and to prepare comprehensive records and reports.
- Ability to establish and maintain effective working relationships with other officials, civic organizations, employees and the general public.
- Comprehensive knowledge of the advanced principals and accepted practices of municipal planning and zoning activities and recent developments in the field of urban planning.
- Valid driver's license and good driving record.
- Subject to a post-offer drug and alcohol screening and background check.

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**ENVIRONMENTAL CONDITIONS:**

- The work is performed inside and/or outside and includes being exposed to extreme heat/cold, noise, mechanical hazards, electrical hazards, chemical hazards, oils, confined spaces, and darkness or poor lighting conditions.

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**PHYSICAL REQUIREMENTS:**

- Driving, climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, felling, talking and hearing.
- Sitting 30 percent of the time, sitting and using arm/leg controls 20 percent of the time
- Standing (but not walking) 10 percent of the time.
- Standing and walking 40 percent of the time.
- Frequently lifting objects less than 10 pounds.
- Routinely lifting objects from 10 to 25 pounds.
- Infrequently lifting objects from 25 to 50 pounds.

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**VISION REQUIREMENTS:**

- The minimum standard for use with those whose work deals largely with working from prints and drawings, extensive reading, analyzing data and figures, transcription, computer terminals, accounting, and visual inspection involving defects in building construction.

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**EQUAL OPPORTUNITY EMPLOYER:**

The City of Indianola is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

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The City of Indianola reserves the right to change this job description at any time.

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**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge receiving a copy of my job description. I understand the requirements, essential functions and duties of my position. I understand that should I have any questions regarding my position, I should ask my supervisor or human resources.

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Print Name

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Signature

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Date