

# City of Iowa City

## External Position Vacancy Announcement

January 11, 2018

FLSA Exempt  
Non- Civil Service

### Development Services Coordinator Neighborhood & Development Services/Development Services

Salary: \$78,312.00 - \$121,680.00

One permanent full-time position available

Hours: Monday – Friday, 8:00AM – 5:00PM

Directs the operational, financial and personnel activities of the Development Services division. Ensures division operates with a focus on customer service and is responsive to community needs relative to planning, growth and development services. Responsible for supervision of division employees and for maintaining strong relationships with other divisions and departments within the City. Assists in the development of budget and makes recommendations for purchases, capital items and operational needs during the annual budget process. Monitors expenditures during the year. Prepares and manages budget for the Development Services division. Oversees development and updates of the comprehensive plan and other related long-term planning documents. Ensures timely and accurate responses to public inquiries regarding zoning, development and building code compliance issues. Manages enforcement of the zoning and construction codes (building, plumbing, backflow, electrical, mechanical, fuel gas and sometimes the fire code). Directs staff to draft correspondence, staff reports, ordinances and resolutions for the consideration by various boards and commissions and the City Council. Reviews and edits such documents as necessary. Manages staff workload and to make certain issues are being resolved and proposals are being reviewed in a timely manner. Resolves conflict between staff, developers and the general public. Confers with elected officials and boards and commissions members regarding planning, zoning and development issues. Guides developers through zoning and development application processes. Investigates questions and complaints from residents regarding non-compliance issues. Coordinates the division's activities with other City divisions and departments. Reviews City plans and those submitted by developers for general compliance. Directs preparation and maintenance of public information, including print materials and information on the division's web site. Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community. Performs other related duties as assigned.

#### **Minimum education, experience and certification**

Bachelor's degree in public administration, urban planning, construction management or a related field from an educational institution accredited by a DOE recognized accreditation body required. A minimum of five years' experience in municipal planning and/or building inspections required. Or equivalent combination of education and experience. Experience in construction/building trades preferred. Supervisory experience in a municipal setting preferred. Additional education or certifications in the planning or building trades preferred. Individuals are required to obtain building inspector certification within one year. A valid driver's license with a satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

**Application deadline is Friday, February 2, 2018. To apply, please visit the City's Self Services website at [www.icgov.org/jobs](http://www.icgov.org/jobs) to complete the City of Iowa City online employment application.**

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

**The City of Iowa City is an Equal Opportunity Employer.** The City of Iowa City is a supporter of the National Career Readiness Certificate.

**City employees must log into their MSS account as an employee with their employee number and password in order to apply**