



**Human Resources Department  
Linn County, Iowa**

**Lisa Powell** – Human Resources Director  
**Diane Losch** – Human Resources Assistant  
**Amy Vermie** – Human Resources Assistant  
**Kirsten Nelson** – Human Resources Coordinator  
**Brandon Johnson** – Human Resources Culture Coordinator  
**Denise Vander Sanden** – Human Resources Clerical Specialist

Jean Oxley Public Service Center  
935 Second Street Southwest  
Cedar Rapids, Iowa 52404-2100

**November 13, 2017**

**MANAGEMENT VACANCY**

**PLANNING & ZONING DIVISION MANAGER**  
**LINN COUNTY PLANNING & DEVELOPMENT**

**SALARY RANGE:** Minimum - \$65,816 • Midpoint - \$78,946 • Maximum - \$103,335

Responsible for the administration, supervision, technical duties and code enforcement of the Planning & Zoning Division of the Planning & Development Department. Provides support to the Director on setting the department's strategic direction, operationalizing strategies, providing outreach & liaison services, and performing routine administrative functions. Directs the work of the Planners and Zoning Inspector. Provides technical and advisory support to the Director and applicable boards, commissions and other County departments and agencies.

**ESSENTIAL FUNCTIONS:**

- **Strategic Functions:** Provides direct support to the Department Director on planning initiatives, including developing and implementing the county's comprehensive plan, fringe area plans, or other area or topical plans. Helps to ensure compliance with floodplain management, comprehensive planning, disaster planning and recovery, and other federal and state mandates or guidelines. Helps coordinate public policy initiatives by identifying or helping respond to emerging issues and trends. Instills department culture and adopted county core values. Aligns staffing, resources, and projects with the department's core functions. Facilitates creation of department annual work program. Facilitates efforts to capture the "voice of the customer." Facilitates employee development to align with department and county culture and values, and to improve technical job skills. Helps align department programs, products, and outcomes with the county's adopted strategic plan. Helps develop and monitor key performance indicators.
- **Operational Functions:** Oversees the Department's GIS operation. Develops project work plans to implement annual work program, and track progress toward established benchmarks. Provides effective delegation of work projects and tasks. Hires new staff, monitors staff performance and develops performance benchmarks and improvement plans. Helps create work plans and projects to achieve comprehensive plan implementation tasks. Helps identify, develop, and refine departmental products. Helps prepare budget offers for projects to implement department work program, facilitate employee development, or for other projects with significant impact. Helps with preparation of annual fiscal year budget, including budget offers and KPIs. Helps develop and manage requests for proposals or bids for consultant-led projects. Helps develop web page content.
- **Outreach/Liaison Functions:** Serves as staff resource to appointed boards, commissions, committees, and work groups. Serves as county liaison or alternate on various standing or ad-hoc boards, commissions, committees, and work groups. Actively submit ideas for, and participate in, presentations at professional conferences, local service organizations, or other opportunities. Participates and seeks leadership roles in professional organizations.
- **Administrative Functions:** Prepares reports, memoranda, letters, emails, and other correspondence. Monitors and participates in email or other discussions involving professional organizations, other departments, and the

[www.linncounty.org](http://www.linncounty.org)

phone 319.892.5120 • fax 319.892.5129 • email [resumes@linncounty.org](mailto:resumes@linncounty.org)

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## Planning & Zoning Division Manager

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general public. Responds to routine inquiries. Administers and interprets policies and codes, including state agricultural exemption from zoning and building codes. Reviews time off requests and staff scheduling. Assists with grant administration. Assists in developing and administering contracts and agreements. Provides technical assistance to developers, engineers, surveyors and the public in preparing applications and site development plans. Negotiates development agreements with developers, and oversees zoning and subdivision code compliance and enforcement.

### QUALIFICATIONS:

- Bachelor's Degree in planning, urban geography, landscape architecture, engineering or other related field required.
- Over six (6) years experience of progressively responsible work in planning and zoning including a minimum of two (2) years supervision of technical staff.
- Requires the ability to read and understand site plans, drawings and diagrams, regulations and enforcement codes.
- Requires the ability to write clear and concise responses, reports and information including proposals to the public, boards and commissions.
- Basic math skills are required.
- Work is governed by broad instructions, objectives and policies. Requires the exercise of considerable initiative and independent analytical and evaluative judgment.
- Requires good organizational skills to plan, assign, coordinate and supervise the work of subordinate clerical and technical staff. Comprehensive knowledge of zoning, subdivision and flood plain management ordinances. Comprehensive knowledge of principles, practices and trends of urban and regional or community planning.
- Supervises two (2) Planners and one (1) Zoning Inspector.
- Must have good oral communication skills. Ability to listen to both sides of an issue and work toward agreement.
- Subject to credit and criminal history review.
- Valid Driver's License required.
- Must pass a County physical examination which includes a drug test after offer of employment.
- Regular work attendance required.

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**DEADLINE:** Thursday, November 30, 2017

**APPLY AT:** [www.linncounty.org](http://www.linncounty.org) (Job Opportunities)

