

PLANNING & COMMUNITY SERVICES MANAGER

The City of Cedar Falls is seeking a Planning & Community Services Manager to manage/oversee the activities and operations of the Planning and Community Services division, within the City's Department of Community Development. Position prepares and oversees the City's long range, comprehensive and special plans; writes/revises planning and zoning related ordinances, reports and presentations; attends meetings for and provides guidance/support to a variety of boards, commissions and City Council; adheres to, advises and communicates planning related laws, regulations, ordinances and codes; serves as the City's zoning administrator and City Planner. Position also provides grantsmanship and oversight of local, state and federal grants for projects and initiatives; assists Dep't. Director with economic development projects, implementation, financial assistance reviews, project administration and sale document preparation; and supervises code enforcement. Individual coordinates duties with city departments, outside agencies/organizations, boards/commissions and the general public. Position also provides highly responsible and complex administrative support to the Director of Community Development; and exercises direct supervision over professional and technical staff.

Ideal candidates will have the following successful management experiences to fulfill essential duties: planning, budgeting and goal setting; staff supervision and related responsibilities; work plan review and monitoring; and policy and procedure development and administration. Position also includes: conducting studies; recommending planning/development program, policy and procedure modifications; staying abreast of planning, zoning and economic/community development trends and innovations; supporting various boards and commissions; interpreting and advising City Council and Board members on applicable laws, codes, regulations and procedures and policies; attending and participating in City Council and board/commission meetings; researching, analyzing, and preparing written reports and presenting on comprehensive and long-range planning matters; preparing long-range plans, the City's comprehensive and other plans; reviewing subdivision/building site plans and advising in accordance with applicable laws, codes, and regulations; writing and revising subdivision and zoning planning ordinances and regulations; overseeing/enforcing the City's code enforcement, flood recovery program and grant preparation efforts and requirements; corresponding to and resolving difficult and sensitive citizen inquires using strong verbal and written communication skills.

Minimum experience and education requirements include: 4-5 years of increasingly responsible experience in economic or community development, urban, city or regional planning, code enforcement or related area, including at least one year of supervisory experience; Bachelor's degree from an accredited college or university with major course work in community development, public administration, urban and regional planning, urban design, geography, code enforcement or related field.

Starting salary will be based on qualifications, ranging from \$84,231-128,238. Post-offer, pre-employment physical and drug screen may be required. For consideration, submit completed application form (from Cedar Falls City Hall or www.cedarfalls.com/jobs), resume and cover letter w/salary requirements to: City of Cedar Falls, Department of Finance & Business Operations, Attn: Planning & Community Services Mgr, 220 Clay Street, Cedar Falls, IA 50613. Preferred deadline for application materials is December 22, 2017 at 4:30 p.m., but position will remain open until filled.

Equal Opportunity Employer