



The City of Norwalk, Iowa, Department of Planning & Building is currently seeking qualified applicants for the position of City Planner. Under general administrative direction of the Community Development Director, this position provides support for current physical and long-term planning for the City. This position also may assist in building inspection, code enforcement and stormwater activities for the City. The job will require accuracy, proficiency, confidentiality and independent judgment in the implementation of the Norwalk Comprehensive Plan related to land use, growth staging, annexation, transportation and capital improvements planning.

Additional responsibilities will include providing technical assistance to City customers for planning and zoning compliance; working with developers to facilitate resolution of planning-related issues/problems; performing technical reviews of site development plans for compliance with ordinances, policy, and planning principles; developing legal notices reports, and maps for the Planning Commission, City Council and other appointed boards and commissions; gathering and analyzing data/information to support periodic and special reports for area of responsibility; researching and authoring text for ordinance text amendments, annexations, and special projects; reviewing building and sign permits for compliance and making determinations on whether to approve permits and licenses; handling customer inquiries and complaints; inspecting physical sites for nuisance code violations.

Minimum requirements include a Bachelor's Degree in urban planning, public administration, or closely related field from an accredited college or university, and a minimum of three (3) years of progressively responsible experience in urban planning or community development required. AICP Certification is highly desirable. Previous experience as Zoning Administrator and experience in a quickly growing community also highly desirable. Ability to acquire and maintain an Iowa Driver's license. Must be available for off-hour work assignments, meetings and activities; preferable local residence, but within a 15-mile location of Norwalk will be acceptable.

To apply, submit a City of Norwalk employment application along with a cover letter and resume by **September 12<sup>th</sup> at 4:30 p.m.** to: City of Norwalk, Attn: Community Development Director at [jheggen@norwalk.iowa.gov](mailto:jheggen@norwalk.iowa.gov). Electronic submittals preferred. An application can be obtained from the City Clerk's Office at City Hall or at the website [www.norwalk.iowa.gov](http://www.norwalk.iowa.gov).

EOE/AA

**City Planner**  
**City of Norwalk, Iowa**

**Job Description/Acknowledgement Form**

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Please Read the following statements and circle your answer

Yes No I have been provided a copy of the job description, or the job functions/requirements have been explained to me.

Yes No I understand the job requirements

Yes No I can perform all of the functions of this job

Yes No I understand a post job offer drug test and physical exam are required

A negative response will not preclude your being considered for this particular job. If the answer to one of the above questions is "NO", please identify each and every function or task included with the job description, which you are unable to perform, with or without reasonable accommodation.

**Please sign and return this acknowledgement form with your completed City of Norwalk application. Thank you.**

\_\_\_\_\_  
Applicant Name (Printed)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## **City Planner City of Norwalk, Iowa**

**Adopted Date:**

**FLSA Status:** Non -Exempt

**Job Status:** Full Time

**Residency:** No, preferred

**Department:** Community Development

**Reports to:** Development Services Director and/or Community Development Director

**Pay Range:** Min: \$42,000 Mid: \$51,600 Max: \$62,000

### **Purpose of Position:**

Under general administrative direction of the Community Development Director, the incumbent provides support for current physical and long-term planning for the City. This position also assists in code enforcement, building inspection activities and stormwater activities for the City. The job will require accuracy, proficiency, confidentiality and independent judgment in the implementation of the Norwalk Comprehensive Plan related to land use, growth staging, annexation, transportation and capital improvements planning.

### **Essential Duties of Position:**

- Serves as Zoning Administrator and administers the zoning ordinance, subdivision regulations, site plan and design provisions, and other dedication ordinances of the City.
- Responsible for day to day operations of the Planning functions of the Community Development Department.
- Serves as the primary staff person for planning & zoning who prepares staff reports and makes recommendations to the City Council, Planning & Zoning Commission, and the Zoning Board of Adjustment.
- Project leader working with other City departments on how general development issues affect land use, public utilities, community facilities, housing and transportation needs of the community.
- Keeps abreast of various federal, state, local and private grant/loan programs, and prepares for submission grant applications as requested by the City Manager.
- Serves as a representative of the City with various boards related to land use and transportation needs of the City.
- Provides information, and responds to inquiries about the development efforts of the City, including written, graphic, technical presentations, maps and reports to various groups, citizens or interested parties.
- Provides input to assist in the development of strategic planning efforts.
- Supports the City's code nuisance code enforcement program.
- Supports the City's storm water and MS4 requirements for the City of Norwalk.
- Assists in the selection and implementation of hardware and software for Citywide mapping efforts, including the maintenance and updating of all official maps of the City.
- Assists in the economic development functions of the City.
- Performs other work projects as requested or directed.
- Assists with certain building inspections.

## **Knowledge, Skills, Abilities & Requirements for the Position**

- Knowledge of the principles and practices of modern urban and environmental planning; familiarity with land development, urban design, stormwater, general understanding of transportation and city infrastructure and other related subjects as applied to community development.
- Knowledge of the laws, ordinances, and codes relating to land use plans and development regulations specifically related to zoning, land division, and development of public projects.
- Knowledge of research methods, ability to find information, analyze and evaluate numerical and technical data.
- Ability to communicate effectively, both orally and in writing, and to prepare concise, accurate reports and written recommendations for changes, revisions, additions, deletions, or amendments to codes, ordinances, plans, and policies.
- Ability to establish and maintain effective working relationships with officials, other departments, public agencies, the general public, and others associated with community development.
- Ability to develop group activities to solicit community input on strategic and long term planning for the City.
- Basic knowledge associated with grants writing, funding opportunities, and solicitation of those sources.
- Skill in the use of basic office equipment, personal computers in a network based system and Geographic Information Systems (ESRI).
- Ability to handle complaints and enforce compliance with applicable regulations.
- Ability to be adaptable to events and surrounds, flexible in assignments, work as part of a team and solve problems related to City activities.

## **Minimum Training & Experience Required to Perform Essential Job Functions**

Minimum requirements include a Bachelor's Degree in urban planning, public administration, or closely related field from an accredited college or university, and a minimum of three (3) years of progressively responsible experience in urban planning or community development preferred. AICP Certification is highly desirable. Ability to acquire and maintain an Iowa Drivers license. Must be available for off-hour work assignments, meetings and activities; Must live within a 30-minute drive time of Norwalk.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements:** Job requires the sufficient capacity and mobility to attend meetings, visit development and construction sites, and perform related work in a variety of office and other settings. Activities can include lifting, up to 30 pounds within a 3-6 foot range, with occasional higher weights; sitting, feeling, communicating, performing repetitive motions, reaching, grasping, potential visual strain, sometimes unpleasant work conditions, occasional irregular working hours, and at times a stressful work pace. The likelihood of injury is generally considered to be very slight. Certain requirements of this job may be subject to modification to reasonably accommodate individuals who are otherwise qualified for the position.

**Work Environment:** Office setting, public forum, some outside activities, driving to and from meetings

The City of Norwalk retains the authority to change the job duties included in this job description at any time.

The City of Norwalk 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.