



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 12th at 4:30 p.m.** to: City of Norwalk, Attn: Community Development Director at 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.

EOE/AA