PLANNING & URBAN DESIGN ADMINISTRATOR

CITY OF DES MOINES
The City of Des Moines is experiencing a renaissance. Positive growth, development and change are occurring in all parts of the city. Energy is high. Civic leaders and residents alike are excited to call Iowa’s capital home.

Des Moines is the largest population center in the state, home to almost 225,000 people with a five-county metropolitan population of approximately 655,000. We have a city manager form of government with a mayor, four ward council members and two at-large council members.

Geographically, Des Moines is defined by the Des Moines and Raccoon Rivers with downtown at their confluence. A majority of land along the rivers is publicly owned and protected for public use. In total, more than 6,700 acres, nearly 12% of the city is protected for public park and open space. You will also find much of our 80+ miles of internationally recognized trail system along our rivers and greenways.

Our strong local economy is based in insurance, agriculture, manufacturing, technology, education, health care, and other services. Many significant cultural amenities, ease of commuting, strong schools, ample shopping, affordable housing, fine dining, great health care, and a stable high-performing local government attract the growing population.

**OUR COMMUNITY**

**RECENT RANKINGS**

1 of 3 Cities Bucking the Tide of Midwest Talent & Population Loss  
— Site Selection, 2019

Top 10 Best Place for Business and Careers  
— Forbes, 2019

#1 Metro for Millennials to Buy Homes  
— Grow Magazine, 2019

#1 Place with Good Jobs and Cheap Housing  
— Investopedia, 2019

#2 Top City for Young Home Buyers  
— Clever Real Estate, 2019

#3 Best Affordable Place to Live in the U.S.  
— U.S. News & World Report, 2019

#3 Best City for High Salaries and Low Costs of Living  
— The Ascent, 2019

#3 Top Midwestern U.S. City for Women in STEM Occupations  
— CommercialCafe™, 2020

One of “10 Cities That are Blooming, Not Rusting”  
— Manhattan Institute, 2019

#5 Metro for Number of Economic Development Projects among metros with a population of 200,000 to 1 million  
— Site Selection Magazine, 2020

#6 Best Places to Work in Tech  
— SmartAsset, 2019

Top 7 Most Recession-Proof Cities in the U.S.  
— Livability, 2019

Top 10 Best State Capital to Live in  
— WalletHub, 2019
To better address the changing goals of Des Moines over the next 20 to 30 years, we are realigning our Economic Development and Community Development departments. This will allow the City to concentrating on both our neighborhoods and commercial development while continuing thoughtful long-term planning, innovative revitalization efforts and sound economic development.

This realignment will give current staff the opportunity to move into new positions and will add new staff positions. The City is looking forward to offering new opportunities for current staff and bringing in fresh perspectives with new staff.

On July 1, 2020, the City began the reorganization and created a Neighborhood Services Department and the Development Services Department. The posting you are looking at is a result of the reorganization. The City is hiring for positions that are being filled for the first time and backfills as people move within the departments.

The Development Services Department will provide strategic and long-term planning, streamline review of new projects that are subject to the zoning code, design code and subdivision code; issue permits and conduct inspections that are subject to the building code; and manage economic incentive programs including Tax Abatement, Tax Increment Financing, and programs that assist business retention and expansion.

Planning in Des Moines has a long history. The first plan, a plan for boulevards and civic spaces, was completed in 1909. The first Citywide comprehensive plan was adopted in 1928. Most recently, the PlanDSM: Creating Our Tomorrow Comprehensive Plan was approved in 2016.

PlanDSM was awarded Silver Level recognition by the American Planning Association (APA) in 2016 for its values-based vision for the City of Des Moines and for integrating sustainability throughout the plan as part of the Comprehensive Plan Standards for Sustaining Places Program. In addition, PlanDSM received the APA-Iowa 2016 Daniel Burnham Award For A Comprehensive Plan recognizing innovation and insight in creating a sustainable vision for Des Moines as it continues to grow into the future. With a vision of how the City will evolve for the year 2040 and beyond, PlanDSM is a policy basis for additional planning efforts, land use decisions and prioritizing capital projects.

During the last 4 years, the City has aggressively implemented the vision of PlanDSM thorough key initiatives including, but not limited to, the City Council’s Strategic Plan (GuideDSM), approval of the City’s first Transportation Master Plan (MoveDSM), approval the City’s new Park and Recreation Master Plan (LiveDSM), approval of the City’s neighborhood revitalization strategy (InvestDSM) and approval the City’s new Zoning Ordinance, new Planning and Design Ordinance and new Citywide Zoning Map.
Our Opportunity

Job Summary

The City of Des Moines seeks candidates for the position of Planning and Urban Design Administrator who will carry the City’s planning and urban design legacy forward by leading and creating innovative urban planning and design solutions for the future of Iowa’s Capitol City. This position plans, organizes and directs the operations and activities of the Planning and Urban Design Division of the Development Services Department; performs directly related work as required. The principal function of an employee in this class is to provide oversight to operations and activities involving urban planning within the City.

The work is performed under the direct supervision of the Development Services Director and Deputy Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Planning Division.

The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community groups, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

Essential Job Functions

- Supervises and evaluates the work of employees; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.
- Assigns ongoing work to subordinates; explains methods and procedures giving special instructions on unusual problems and situations; spot checks work in process or upon completion; participates in ongoing work.
- Coordinates work activities with others in matters that directly impact assigned program operations.
- Makes recommendations concerning budget, personnel, and related resource requirements for the area supervised based upon past experience, anticipated workload, and production capability of the department.
- Provides financial and program/operational data for higher-level management decisions; gathers, analyzes, and compiles data to prepare narrative and statistical reports on department activities.
- Plans work activities and sequential operations on a daily, weekly, monthly, or longer-term basis.
- Works with department director and deputy director and explains and interprets regulations and procedures; coordinates and improvises work schedules and systems.
- Provides detailed responses about technical support programs and organization activities; explains criterion for evaluations, status of projects or program activities, coverage and limitations of services or programs, reasons for regulations or procedures, and how systems function and processes interrelate.
- Compiles statistical or narrative information for agency personnel, other state, federal, county, or municipal officials, legislators, the news media, and the general public.
- Explains the work of the department, program policies, and procedures to interested parties and staff; drafts detailed responses about programs, regulations, procedures, activities, and status of projects; compiles statistical or narrative information about the program.
- Represents the department at various and related business meetings.
- Exercises a substantial measure of responsibility and accountability for the technical soundness of the work which is supervised.
REQUIRED KNOWLEDGE/SKILLS/ABILITIES

- Comprehensive knowledge of the current principles and practices associated with planning functions within a municipality;
- Comprehensive knowledge of planning research principles and methodologies;
- Comprehensive knowledge of urban organization, housing, industrial, commercial, economic and related functions;
- Thorough knowledge of the geographical layout and demographic attributes of the City of Des Moines and surrounding jurisdictions;
- Thorough knowledge of current principles and practices of public administration;
- Thorough knowledge of budgetary principles within a municipality;
- Thorough knowledge of governmental processes relating to development review;
- Thorough knowledge of federal, state and local laws relating to urban planning;
- Ability to identify planning needs within a municipality;
- Ability to utilize Geographic Information Systems (GIS) software for mapping and analysis;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

APPLY ONLINE AT DSM.city
Applications are due Tuesday, September 8, 2020 by 5 p.m.

ACCEPTABLE EXPERIENCE/TRAINING/QUALIFICATIONS

- Graduation from an accredited college or university with a bachelor's degree in Urban Planning, Public Administration, Business Administration, Architecture, or related field; and
- Considerable experience in planning functions with a municipality or related experience.
- A related master's degree may be substituted for one year of required experience.
- Candidates for positions in this class must pass a post-employment offer physical examination and drug screen.
- Possession of a valid Iowa driver's license or evidence of equivalent mobility.
- Possess within one year of appointment and maintain AICP, ASLA or AIA certification/registration.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

NOTE: This job description is not intended to be all inclusive. Employees may need to perform other duties consistent with the role and function of the classification as required.
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