

## COMMUNITY PLANNER I

**Position:** Community Planner I

**Supervises:** None

**Department:** Development

**Gives Work Direction to:** None

**FLSA Status:** Non-Exempt

**Reports to:** Director of Development

**Revision Date:** June 2024

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### POSITION SUMMARY

At will position appointed by the Executive Director and under the general direction of the Director of Development. Responsible for providing planning and community development administrative and technical assistance to INRCOG and its individual member cities and counties. Assures compliance with local, state, and federal codes and standards.

### ESSENTIAL JOB DUTIES

- In cooperation with the Director of Development, plans, directs, implements, and participates in the daily operation of state and federally funded programs in member communities.
- Develops and updates plans including, but not limited to, community comprehensive plans, hazard mitigation, housing needs assessments, and regional comprehensive economic development strategies in compliance with programs and regulations for member cities, counties, and the region.
- Assists in the identification of community development needs of members and providing subsequent planning and implementation of programs and services to satisfy those needs.
- Conducts research and recommends policy as needed and required.
- Remains current with a variety of funding opportunities; researches, prepares, submits, and administers grant applications for members and INRCOG.
- Prepares, reviews, and submits grant applications promptly and implements and administers a variety of local, State, and Federal programs, including Community Development Block Grants.
- Prepares, submits, and implements project budgets.
- Maintains relevant files and documentation as specified by funding agency according to grant program specifications.
- Completes inspection reports and prepares work write-ups for housing rehabilitation work and related documentation.
- Monitors construction work progress, inspects work completion, and ensures compliance with work specifications and plans.
- Travels to housing sites to meet with public officials, homeowners, and contractors and assists in the inspection of housing projects, identifies deviations from established standards and regulations and works with homeowners and contractors to resolve problems.
- Assists in resolving contract disputes between program clients and contractors.

- Prepares and maintains a variety of logs and reports relating to projects, work assignments, and inspection activities in compliance with state and federal standards, specifications, codes and regulations.
- Consults with the Director of Development regarding department projects, priorities, and budget issues.
- Attends and participates in Board of Supervisors, City Council, city housing commission, and housing trust fund meetings and appraises Board, Council, and Commission members of project status, development, and other related issues.
- Provides assistance to local governments, citizens and interest groups in obtaining information regarding technical assistance provided by INRCOG.
- Responds to inquiries from the public, property owners, and public elected and appointed officials.
- All other job duties as assigned by the Director of Development and/or the Executive Director.

### **INCIDENTAL JOB DUTIES**

None.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledge of planning and housing practices and techniques, including pertinent laws, regulations, and legislation.
- Knowledge of grant development and writing, budget development, and grant administration.
- Knowledge of organization and functions of municipal and county governments.
- Knowledge of relevant specialization such as land use, economic development and zoning.
- Knowledge of principles and practices of research and data collection.
- Ability to access, read, interpret, and apply technical information, including local and state planning and zoning codes, traffic codes and laws, and their related ordinances, laws, and regulations.
- Ability to detect deviations and variances from established regulations, and skill in identifying appropriate corrections.
- Ability to proficiently operate standard office equipment and a personal computer with software programs for word processing, spreadsheets, e-mail, internet, and various planning applications.
- Ability to interact with the public, developers, contractors, and with other public officials in a positive, courteous manner.
- Ability to establish effective working relationships with co-workers and supervisors.
- Ability to communicate clearly, both orally and in writing, and to organize and verbally present complex material in a manner that is easy to understand.
- Ability to maintain accurate records.
- Ability to work regularly at the designated time and place and under strict time constraints.
- Ability to safely perform a range of physical activities including walking, standing, bending, twisting, kneeling, using hands and arms to grasp or reach, and lifting, carrying, pushing, and pulling.
- Sufficient personal mobility that permits the employee to work in an office environment and to travel throughout a six-county region to meet with elected and public officials.

## ENTRY REQUIREMENTS

**Education/Training:** Bachelor's degree in Planning, Public Administration, Business Management, or related field;  
and

**Work Experience:** Prefer one year of experience in municipal or regional planning or closely related field;  
or

An equivalent combination of education, training and experience that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position.

**Required licenses, registrations, and certifications:** None, except State of Iowa Drivers License or ability to provide own transportation and driver for frequent travel.

**Required post-offer physical examinations:** Employer may require a physical examination that complies with state and federal guidelines.

**Required drug testing:** None

**Residency requirement:** None

**Other testing required:** Employment contingent on satisfactorily passing an oral interview process.

## WORK ENVIRONMENT

Most work is performed indoors in an office setting. Work includes working at a desk for extended periods of time; working with computers and other office equipment; moving throughout an office complex and from place to place throughout a six-county area; and working directly with elected and appointed public officials. Work may also involve frequent interruptions.

## HOURS OF WORK

Minimum of 40 hours per week, Monday through Friday. Start and finish times may vary dependent on assignment. May be required to work additional hours or to change hours with minimal notice and to work evenings and/or weekends to attend meetings or as required for the operation of the agency. Frequent travel throughout the six-county region is required and to various locations within the state is required.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
  2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions

and to perform any other job-related duties requested by their supervisor.

4. The employer reserves the right to change or reassign job duties or combine positions at any time without prior notice.

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Executive Director

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Date

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Department Director

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Date

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Employee

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Date