



Scott County (IA)
Planning & Development Director

SALARY	\$43.30 - \$59.69 Hourly \$90,064.00 - \$124,155.20 Annually	LOCATION	Davenport, IA
JOB TYPE	Full-time	JOB NUMBER	01601
DEPARTMENT	Planning & Development	OPENING DATE	09/08/2023
CLOSING DATE	10/6/2023 4:30 PM Central		

Job Summary

Scott County, Iowa has an excellent opportunity for a leader who has expertise in land use planning and regulations. As our Planning and Development Director, you will be at the forefront of shaping and implementing land use policies and enforcing land use regulations in the unincorporated areas of Scott County. You will also have oversight of building permitting, inspection, and code enforcement, flood plain management, rural addressing, tax deed administration, and the administration of State Housing Trust Funds and the Scott County Housing Council. And finally, the Planning and Development Director serves as the Economic Development and Tourism Director for Scott County.

The successful candidate should possess a bachelor's degree in Urban Planning or related field; and 7 years of planning experience, including supervisory experience.

Hiring range: \$90,064 - \$124,155 DOE

Job Responsibilities

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

Reviews building permit applications and schedules related building inspections.

Conducts field inspection for building permits, zoning violations, Planning and Zoning Commission, and Zoning Board of Adjustment applications.

Issues building permits and enforces building codes for rural Scott County and small towns in the County.

Reviews applications, prepares reports, and makes presentations to the Planning and Zoning Commission, Zoning Board of Adjustment, and the Board of Supervisors

Coordinates the review of proposed Tax Increment Financing Plans proposed by the local governments in Scott County. Serves as a member of County TIF Review Committee; provides guidance to County Administrator, Board of Supervisors, Other department heads regarding various County issues.

Coordinates economic development projects with the Quad Cities Chamber of Commerce; serves on the Quad Cities Riverfront Council and the Scott County Watershed Partnership.

Responds to development questions related to zoning, subdivision, building code, and floodplains.

Serves as the Economic Development and Tourism Director for Scott County.

Attends and participates in various meetings.

Demonstrates the ability to exemplify, by his/her actions, the County PRIDE philosophy.

Performs related duties as assigned.

Standards For Initial Consideration

Education, Training, and Experience Guidelines:

Bachelor's degree in Urban Planning or related field; AND seven (7) years of experience in urban or regional planning, which includes some previous supervisory responsibilities; OR an equivalent combination of education, training, and experience.

Knowledge of:

Applicable local, State, and Federal laws, codes, regulations, and ordinances.

Land use planning practices and principles.

Building codes and their application and rationale.

Tax increment financing.

Legal requirements for administration of County tax deed programs.

Supervisory principles and practices.

Records maintenance and retention policies, procedures, and practices.

Best management practices for storm water management and floodplain management.

Skill in:

Understanding issues related to economic development, land development, tax incentives, and housing programs.

Reviewing and analyzing land use applications and providing clear recommendations on related applications.

Operating a computer including standard software and some specialized software.

Supervising and motivating staff to prepare schedules and meet deadlines.

Managing and analyzing budgets and fiscal matters.

Establishing and maintaining cooperative working relationships.

Communicating effectively verbally and in writing.

Supplemental Information

License and Certification Requirements

Must possess a valid Driver's license.

Must maintain certification as a Residential Building Inspector.

Physical Demands and Working Environment:

Work is performed in a standard office environment and in the field at various inspection locations throughout the County. While in the field, may be exposed to potentially dangerous tools, equipment, machinery, extreme weather conditions, and potential physical harm from building sites.

May be required to climb ladders, work in tight spaces, climb stairs, and traverse uneven surfaces.

Agency

Scott County (IA)

Address

Administrative Center
600 W. 4th St.
Davenport, Iowa, 52801-1030

Phone

(563) 326-8767

Website

<http://www.scottcountyiowa.gov/hr/>