

## Dallas County

# Director of Planning and Development

<b>SALARY</b>	\$119,766.40 - \$145,932.80 Annually	<b>LOCATION</b>	Adel, IA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	DC00842
<b>DEPARTMENT</b>	Planning & Zoning	<b>DIVISION</b>	Planning & Development
<b>OPENING DATE</b>	07/16/2025	<b>CLOSING DATE</b>	7/30/2025 4:30 PM Central

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## Job Description

This position is responsible for directing the county's planning and development functions. This position has direct supervision over Senior Planner, Planner, and Building Inspector.

## Job Duties

- Directs the development and implementation of department policies and procedures.
- Develops budget requests and manages approved budgets.
- Hires, trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Interprets and administers the enforcement of the Dallas County Code of Ordinances and the Code of Iowa; meets with the public, developers, and real estate and other professionals.
- Advise the Board of Supervisors on the development and implementation of long-range planning strategies aligned with county growth projections.
- Recommend updates to the county's comprehensive plan, zoning ordinances, and land use policies.
- Advise elected officials and senior leadership on planning and development priorities.
- Reviews construction plans, survey plats, subdivision plats, drainage studies, road plans, topographic maps, and flood plain maps.
- Serve as liaison to planning commissions, economic development boards, and regional agencies.

- Identify and promote strategic sites for commercial, industrial, and mixed-use development.
- Provides guidance and technical expertise to the Board of Supervisors, Board of Adjustment, and Planning and Zoning Commission.
- Consults with County Attorney on departmental legal and court proceedings.
- Evaluate the impact of recent and forthcoming Iowa Code legislation on county development
- Organizes and manages public hearings for supervisors, the Board of Adjustment, Construction Board of Appeals, and the Planning and Zoning Commission.
- Serves on various local, regional and state committees and organizations.
- Directs the county's building inspection services.
- Recommends updates to the Board of Supervisors regarding the Dallas County Building Code.
- Performs related duties.

## Qualifications

### EDUCATION/EXPERIENCE

- Bachelor's Degree in Community and Regional Planning, Urban Planning, GIS, Architecture, or a related field,
- Eight to ten years' experience in community or regional planning, land use, or public policy. Three to five years management experience.
- Possession of, or ability to obtain the Building and Electrical Inspector Certification issued by the State of Iowa.
- Possession of, or ability to obtain the American Institute of Certified Planners (AICP) certification.
- Valid Iowa Driver's License.

### KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of community and regional land use planning principles.
- Knowledge of the budget management principles.
- Knowledge of the principles and practices of public administration.
- Knowledge of building construction principles.
- Knowledge of computers and job-related software programs.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Skill in the review and analysis of land records and construction documents.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

## Supplemental Information

### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*Dallas County is an Equal Opportunity Employer.*

*Women, minorities and persons with disabilities are encouraged to apply.*

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#### Employer

Dallas County

#### Address

800 Court Street  
Suite 260  
Adel, Iowa, 50003

#### Phone

(515) 993-6800

#### Website

<http://dallascountyiowa.gov>