



## **DEVELOPMENT SERVICES DIRECTOR**

**STARTING SALARY:  
\$170,000 - \$186,538**

*Plus excellent benefits including, but not limited to, Volunteer Time Off, Alternative Work Arrangement, Residency Incentive, Parental Leave, Start at 4 weeks of vacation, Vehicle Allowance, and Tuition Reimbursement.*

Apply by  
**January 17, 2023**  
*(Open Until Filled)*

***PROTHMAN***



## DES MOINES, IOWA



Situated at the junction of the Des Moines River and the Raccoon River in south-central Iowa, Des Moines is Iowa's capital city and the county seat of Polk County. Des Moines is

the core of one of the fastest-growing metro areas in the Midwest and is beaming with community pride, accolades, and energy. The local government serves more than 215,000 residents throughout 52 neighborhoods and was ranked as the #4 best place to raise kids by SmartAsset in 2020.

Des Moines is home to boutique businesses, beautiful parks, award-winning restaurants, Broadway shows, an abundance of public art, and more than 4,000 acres of parkland and 81 miles of trails. The City hosts numerous attractions year-round including entertainment and sporting events, vendor shows, festivals, cultural celebrations, and the Iowa State Fair which stretches over 11 days in August and attracts well over one million visitors each year.

Residents and visitors can also enjoy a nationally renowned Downtown Farmers' Market each Saturday, the Pappajohn Sculpture Park, and various opportunities to participate in community events and festivities.

In addition to a nationally ranked high quality and affordable living, vibrant Downtown amenities, welcoming suburbs, and commute times averaging 20 minutes or less, Des Moines offers a great public school system, and world-class education from five colleges and universities located within the City including Drake University, Des Moines Area Community College, Des Moines University, Grand View University, and Mercy College of Health Sciences.

To learn more about Des Moines and the surrounding communities, please visit:

[www.dsm.city](http://www.dsm.city)

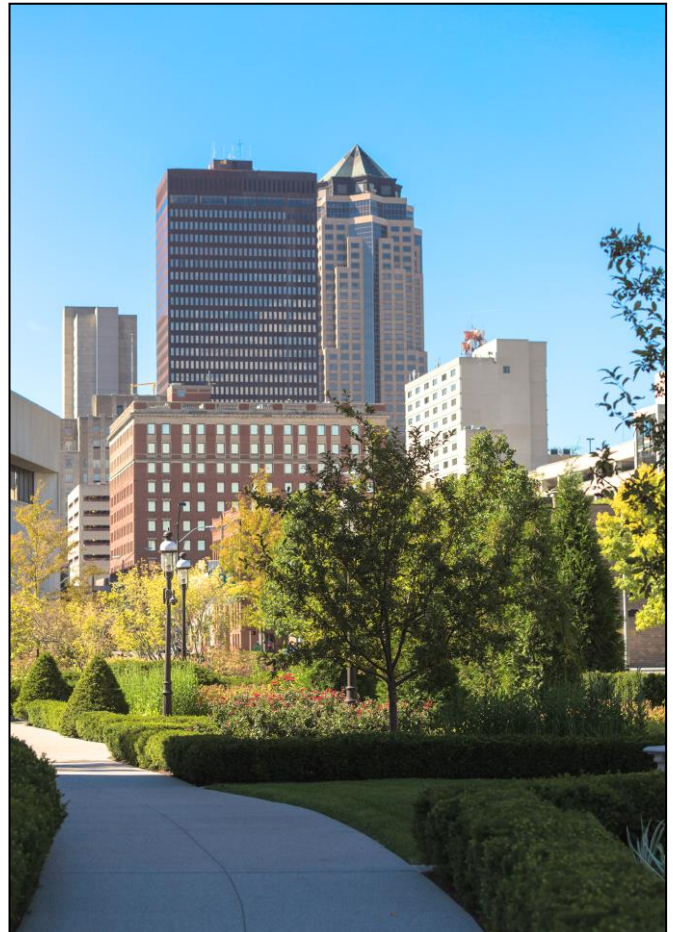
[www.dsmpartnership.com](http://www.dsmpartnership.com)

[www.catchdesmoines.com](http://www.catchdesmoines.com)



## THE CITY

The City of Des Moines is a financially strong city with exceptional city services, fostering an involved community in a welcoming atmosphere. Operating on a 2022 total budget of \$800 million with 17 departments and a combined total of 1,750 full-time employees, the City of Des Moines operates under the Council-Manager form of government. The City has seven voting elected officials including the Mayor, two at-large councilmembers, and four ward councilmembers, serving staggered four-year terms.



## THE DEPARTMENT

With the FY2021-22 amended budget, it was decided that restructuring Community Development (CD) and the Office of Economic Development (OED) provided the best means of meeting the needs of a growing and diverse community. These two groups were reorganized into two new departments: Development Services and Neighborhood Services. Development Services combines OED, the Planning division from CD, and the Permit and Development Center (PDC). The goal of OED is to plan and promote growth opportunities for new and existing businesses and developers. Planning focuses on long-range development goals and working with the Plan and Zoning Commission. The PDC is responsible for permitting, licensing, and inspections. Joining these divisions created a single department that can more efficiently guide and administer development for the City. Operating on a 2022 budget of \$36 million with 52 full-time employees, the Development Services Department provides strategic and long-term planning, reviews development projects for compliance with planning, zoning, and subdivision codes; issues permits and inspects construction projects; and manages economic incentive programs including Tax Abatement, Tax Increment Financing, and other programs that assist business retention and expansion.

## THE POSITION

Under the direction of the City Manager and an Assistant City Manager, the Development Services Director provides leadership and administrative oversight to all operations and activities of the Development Services Department and serves as the Planning Director and Economic Development Director for the City. Extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all employees within the Development Services Department, in coordination with a management team. This position must establish and maintain effective working relationships with other City employees, the City Council, City Boards and Commissions, business and community groups, State and Federal officials, representatives of the media, and the public. For a full job description and to view all of the essential functions of this position, please view the attachment found [here](#).



## DEPARTMENT ACCOMPLISHMENTS & PROJECTS

### Development Services accomplishments:

- Completed comprehensive zoning code update.
- Council approval of restated citywide Urban Revitalization Plan, streamlining approvals of tax abatement, creating missing middle tax abatement incentive, reducing single family incentive, creating energy efficiency requirements for some tax abatement schedules.
- Created strategy for nodes and corridor redevelopment.
- Created three Urban Renewal Plans to support corridor redevelopment and affordable housing.
- Market District development agreement approved by Council.
- Developed Neighborhood Commercial revitalization grant providing grants to neighborhood commercial properties.
- Created Combination Inspection Program: "The City's combination inspection program is a new inspection process that increases the efficiency of inspections for residential projects. Efficiency is improved by utilizing one inspector to inspect the work of multiple construction trades that previously involved multiple inspectors. This approach results in a single point of contact for inspection coordination and shortens the construction schedule dedicated to inspection processes. Des Moines' residential combination inspection program aligns the City's residential construction inspection processes with inspection processes used in neighboring communities."

**Important Economic Development items:**

- Economic recovery has outpaced the country post-COVID. Hotel and airport numbers have returned to 2019 levels.
- Des Moines International Airport is constructing a \$700 million terminal expansion to increase the number of gates and expand service to more cities and carriers.
- Des Moines' downtown residential population of over 10,000 continues to grow with a strong mix of affordable, market-rate, and luxury options under construction.
- The NCAA men's tournament is returning to Des Moines in 2023.
- Downtown is home to the largest skateboard park in the U.S. and hosted the Olympic-qualifying Dew Tour in 2021 and a return visit in 2022.
- Fundraising is nearly complete for Iowa's first professional soccer stadium to be built in downtown Des Moines.

City projects in various stages can be found [here](#).

**IDEAL CANDIDATE PROFILE****Education & Experience:**

Graduation from an accredited college or university with a bachelor's degree in Public Administration, Business Administration, Urban Planning or a related field, and extensive experience in planning, permitting and economic development operations within a municipality, including considerable experience in a leadership role is required. Related professional certification/licensure preferred, such as AICP certification, Certified Public Manager, Certified Building Official, Building Plans Examiner certification, architecture license or landscape architecture license. Possession of a valid Iowa driver's license or evidence of equivalent mobility.

**Necessary Knowledge, Skills & Abilities:**

- Comprehensive knowledge of current principles and practices involved in public administration, planning and urban design, permit and economic development within a large urban area.
- Comprehensive knowledge of budgetary principles within a municipality.
- Comprehensive knowledge of current principles and practices involved in the operations of planning, zoning, permitting, inspections and economic development.
- Knowledge of appropriate federal, state and local laws and programs pertaining to planning, zoning, permitting and economic development.
- Ability to provide administrative direction within a municipal Department, supervise, train, evaluate and lead the work of others, and delegate.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to oversee the design and development of programs to resolve complex development problems.
- Ability to translate policy decisions into technical concepts and operating results.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to resolve differences among competing points of view and to develop commitment to mutually acceptable goals.

## COMPENSATION & BENEFITS

- **Starting Salary: \$170,000 - \$186,538 DOQ**
- Capital Health Plan. (Wellmark Blue POS)
- Delta Dental PPO Plus Premier. \$1,250/year/person. Employees contribute \$1/month.
- Vision insurance is available for savings on the purchase of glasses or contacts.
- Group life insurance. (2x Annual Salary)
- Voluntary supplemental term life insurance.
- Long-term disability insurance.
- Deferred Compensation plans including Nationwide 401(a), 457 (pre-tax) and Payroll Roth (post-tax) options.
- Up to 2.5% Deferred Compensation match.
- IPERS. EE 6.29%. ER 9.44%.
- Sick leave accrual of 1 day per month.
- Vacation leave accrual of 160 hours per year. Accrual increases to 200 hours per year after 5 years. This position starts with 4 weeks of vacation accrued.
- 12 paid Holidays.
- Volunteer time off.
- Alternative work arrangement available.
- Residency incentive.
- Parental leave.
- Vehicle allowance.
- Tuition reimbursement of \$2,400 for tuition, books, and lab fees.



**For more information on the  
City of Des Moines, please visit:**

**[www.dsm.city](http://www.dsm.city)**

The City of Des Moines is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **January 17, 2023** (scheduled review, open until filled). The City of Des Moines' Residency Requirement is in effect for this position. Applicant must be a resident of the City of Des Moines within seven (7) months of the appointment date and maintain residency within the City of Des Moines while employed in this position. Applications, supplemental questions, resumes, and cover letters will only be accepted electronically. **To apply:** go to [www.prothman.com](http://www.prothman.com), click on “Open Recruitments” select “City of Des Moines, IA – Development Services Director” and click “Apply Online” or [here](#).



**[www.prothman.com](http://www.prothman.com)**

371 NE Gilman Blvd., Ste 310  
Issaquah, WA 98027  
206.368.0050