



The City of Indianola is currently welcoming applications for the position of Deputy City Manager - Chief of Development and Operations.

The City of Indianola (pop. 15,833 in 2020) is a growing community with a historic downtown, located approximately 15 minutes south of Des Moines, IA. It is the county seat and economic center for Warren County, Iowa. Indianola is a safe community with Midwestern values, friendly people, and excellent schools. Indianola, which is home to Simpson College, the world-renowned Des Moines Metro Opera, the National Balloon Museum, and the U.S. Ballooning Hall of Fame, is known for its excellent access to outdoor activities, a nice trail system, five major parks, and two golf courses. The community welcomes thousands of visitors annually who come to Indianola to enjoy major events such as the National Balloon Classic, the Des Moines Challenge Disc Golf Tournament, the Warren County Fair, and other events.

This is a senior executive-level position that serves as the Functional Area Manager over the Development and Operations of the City of Indianola. Accordingly, the position is responsible for and coordinates the operations and activities of the functional area, which includes but is not limited to:

- Performs the duties of the City Manager, during the City Manager's absence.
- Provides direct oversight of the Community Development Department and acts as Department Head which includes:
 - Development and coordination of the City's economic development program.
 - Oversight and implementation of the City's Comprehensive Master Plan.
 - Oversight and enforcement of the City's subdivision, zoning, building, and other land use, and development codes.
 - Enforcement of the City's property maintenance codes.
 - Oversight of permitting for residential, commercial, and other types of construction.
- Provides oversight of the Public Works Director and Public Works Departments which include:
 - Water Resource Recovery (Sewer) Department.
 - Streets and Storm Drainage Department.
 - Engineering Department.
- Acts as the primary operational liaison to the Indianola Municipal Utility (IMU) which provides Electric, Water, and Fiber optic Communications to the residents of Indianola.
- Assist with the project management of various capital improvement projects, including, but not limited to utility infrastructure projects, new facility construction projects, as well as commercial, industrial, and residential development projects.
- Participates in City Council Meetings, and facilitates Planning & Zoning, Board of Adjustments, Development Review Committee, and Downtown Commission Meetings.
- Works with internal and external City partners, including the Indianola Chamber of Commerce, Warren County Economic Development Corporation, Greater Des Moines Partnership, the City Manager, City Engineer, City Attorney, and the City's corporate authorities.

Minimum requirements include:

- Graduation from high school.
- Bachelor's degree in planning, architecture, landscape architecture, engineering, urban geography, public administration, or similarly related field; a Master's degree is preferred.
- Seven (7) years of related work experience with at least 2 to 3 years of supervisory and/or administration experience; may consider other field-related experience.
- Certification from the American Institute of Certified Planners (AICP) is preferred.
- Experience with, and understanding of, Iowa State statutes (such as development laws, tax increment financing laws, and property tax laws, etc.) preferred.

*** See the job description for a full list of duties and qualifications at ***
<https://indianolaiowa.applicantpro.com/jobs/3385758>

The salary range is \$131,457.00-\$150,267.78. The position also comes with a comprehensive benefits package that includes vacation, sick leave, personal leave, life insurance and AD&D, short and long-term disability, health, dental, and vision insurance, retirement, tuition reimbursement, and an employee assistance program. Employment is contingent upon successful completion of a post-offer drug screening and background check. The position closes July 1st, 2024. A cover letter and resume are required.

The City of Indianola is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

[Full Job Description](#)