

Job Opening: Activities Director / Zoning Officer / Floodplain Manager

City of Rock Valley, Iowa

The City of Rock Valley is seeking a motivated, community-oriented individual to serve as our Activities Director, with additional responsibilities as the Zoning Officer and Floodplain Manager. This full-time position offers a unique opportunity to shape and support the vibrant recreational and community life of Rock Valley while also playing a vital role in land use management and floodplain oversight.

Key Responsibilities:

- Plan, coordinate, and supervise a wide range of community activities, including youth and adult recreation programs, special events, and facility usage.
- Collaborate with community groups, schools, and volunteers to expand and enrich program offerings.
- Manage the scheduling and promotion of city recreation facilities and programs.
- Administer and enforce the City's zoning ordinances and land use regulations.
- Review building permits, zoning requests, and development plans for compliance.
- Provide guidance to residents, developers, and City officials on zoning-related matters.
- Oversee compliance with FEMA and state regulations regarding floodplain development.
- Review permit applications for properties in or near designated floodplains.
- Maintain and update floodplain maps and records.

Ideal Candidate Qualifications:

- Strong organizational and communication skills.
- Ability to work independently and collaboratively with the public and city staff.
- Experience in recreation management, municipal planning, zoning, or emergency management is preferred.
- Familiarity with GIS mapping, FEMA regulations, or floodplain administration is a plus.
- Must be detail-oriented and capable of managing multiple priorities effectively.

Education & Experience:

- Associate's or Bachelor's degree in recreation management, urban planning, public administration, or related field preferred.
- Relevant work experience in any combination of the responsibilities listed is highly desirable.

Compensation & Benefits:

- Competitive salary based on qualifications and experience.
- Excellent benefits package, including health insurance, IPERS retirement, paid holidays, and vacation.

How to Apply:

Interested applicants should submit a resume, cover letter, and references to:

Tom Van Maanen, City Administrator
City of Rock Valley
tomvm@cityofrockvalley.com
PO Box 100, Rock Valley, IA 51247

This job posting will remain open until the position is filled. The City of Rock Valley is an Equal Opportunity Employer.