

**Planner - Development Services  
Supplemental Questionnaire**

This questionnaire is designed to assist you in presenting your background in areas applicable to this position. The most qualified candidates, based on their previously submitted materials and written exam responses, will be invited to participate in an onsite interview.

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**Your response to each question should be as complete and concise as possible.**

- **Allow no more than one (1) page per question.**
- **Please include your name on each page submitted.**
- **You may submit examples of your work to supplement your responses to the questions below. However, examples are not required and examples alone will not be sufficient.**
- **Include both career and volunteer experience.**
- **Plagiarized work will not be accepted, responses must be the original work of the candidate.**

1. Please explain how your experience applies to this position with the City of West Des Moines.
2. Please describe the presentations you have made and identify the audience for each example given. Describe what the presentation format was (i.e., speech, PowerPoint, demonstration, etc.)
3. Please describe your experience with urban design and redevelopment projects.
4. Please summarize your experience in writing staff reports, other documents related to land use or zoning, along with preparing or revising legal documents, development regulations and ordinances. Please identify the audience for each example given.
5. Please describe your experience in providing customer service.
6. In this job you will be managing multiple projects. What is your approach for managing projects, multiple tasks, and deadlines?
7. How do you think your current supervisor would respond if we asked about the quality and consistency of your work? If your work is found to be inconsistent in quality or timeliness, what steps would you take to improve?

**Completed questionnaires must be attached to your online application in the  
“My Attachments” section by 11:59 PM on Friday, September 27, 2019.**

If you have any questions, please contact the Human Resources Department during normal business hours  
Monday – Friday, 8:00 am – 5:00 pm.

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