



# MAYOR & COUNCIL COMMUNICATION

**DATE:**            **October 20, 2015**  
**REGULAR**  
**ITEM**            **#15**  
**MOTION**

**AGENDA ITEM:**    Community Development Director Position Vacancy

**SUBMITTED BY:**  Julie Johnson, City Clerk

**THROUGH:**        Clark Schroeder, Interim City Administrator

**REVIEWED BY:**   Interim Administrator

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECOMMENDER:** Interim City Administrator

**FISCAL IMPACT:** Salary and benefits to be determined

**SUMMARY AND ACTION REQUESTED:**

City Council held a special meeting on October 13, 2015 to discuss two position vacancies in the Planning/Community Development Department. The Council directed staff to compile information on the current job description of the Community Development Director position and to provide information from other cities on job titles and duties for similar positions.

The job description for the Community Development Director is attached. The job title was changed from Planning Director as reflected on the attachment to Community Development Director. Staff has obtained salary surveys from the League of Minnesota Cities for two positions: Community Development Director and Director of Planning. Also included for discussion are job descriptions provided by LMC for similar positions.

**BACKGROUND INFORMATION (SWOT):**

**Strengths** – Analysis will provide direction to the Interim Administrator for the title and job description to be used for recruiting and hiring an individual to fill the vacant position.

**Weaknesses** – A prolonged vacancy in this position may cause development applications and other planning related services to suffer delays.

**Opportunities** – The City will have an updated position description that will be suited to the City's current and anticipated future needs.

**Threats** – None identified.

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council discuss the information provided and direct the Interim Administrator to draft a position description and job posting based on the input from the City Council.