



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.

Job Summaries

Community Development Director

Job Level: Top position in Community Development function with oversight responsibility in closely related areas such as planning, inspection, economic development, code enforcement, parks and recreation, engineering, property management, etc.

Minimum Qualifications: Extensive experience and education in Community Development with the ability to supervise, when required, in this or related functions.

Duties: Manages and directs all activities in the Community Development function. Responsible for budget, staff, and related operations. (Community / Economic Development Director)

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Salaries

We have compared the salary entered for each Job Title selected utilizing the location matching the criteria indicated.

For multi-job search results, click on a Job Title to jump directly to the search results for that Job Title.

Job Title(s) selected Click on Title to View	Community Development Director
Effective Date	Jan-2015
Output Sorted by	City Name
Region(s) selected	All regions
Organization Size(s) selected	All city sizes
Organization(s) selected	
Show results	Annual Format
Your search has returned 77 records.	

Community Development Director
Manages and directs all activities in the Community Development function. Responsible for budget, staff, and related operations. (Community / Economic Development Director)

Search Results for Community Development Director. No comparison salary provided.

Organization	Population	Region	Organization's Job Title	# Emps	Range Minimum	Range Maximum	Actual Low	Actual High	Actual Average	Hrs/Week	+/-Diff	Degree Of Match	Union	FLSA	# of Steps in Salary range	# of Yrs to max of range	Licenses	Reports To	Data Entry Date
Andover	31,298	Metro	Community Development Director	1	89,380.00	109,926.00	109,926.00	109,926.00	109,926.00	40	-N/A-	Equal	No	No	7	6		City Administrator	
Apple Valley	49,376	Metro	COMMUNITY DEVELOPMENT DIRECTOR	1	93,083.00	122,972.00	122,972.00	122,972.00	122,972.00		-N/A-		No	No				CITY ADMINISTRATOR	
Arden Hills	10,137	Metro	Community Development Director	1	87,838.40	109,782.40	106,641.60	106,641.60	106,641.60	40	-N/A-	Equal	No	No	8	7		City Administrator	
Barnesville	2,318	Northwest	EDA Director	1			56,118.40	56,118.40	56,118.40	40	-N/A-		N/A	No				City Administrator	
Baxter	7,921	Central	Community Development Director	1	71,701.76	93,168.14	91,007.02	91,007.02	91,007.02		-N/A-	Equal	No	No	11	1		City Administrator	
Blaine	58,020	Metro	Planning and Community Development Director	1	112,831.00	133,473.00	125,847.00	125,847.00	125,847.00		-N/A-	Equal	No	No	0	0		City Manager	
Bloomington	84,701	Metro	Community Development Director	1	124,443.00	165,672.00	154,439.00	154,439.00	154,439.00		-N/A-	Equal	No	No				City Manager	
Brooklyn Center	29,810	Metro	Business & Development Director	1	91,175.00	111,791.00	111,791.00	111,791.00	111,791.00		-N/A-	Equal	No	No				City Manager	
Brooklyn Park	75,306	Metro	Community Development Director	1	99,340.80	134,409.60	103,708.80	103,708.80	103,708.80	40	-N/A-	Equal	No	No				City Manager	
Burnsville	61,042	Metro	Community Development Director	1	111,155.20	128,856.00	128,856.00	128,856.00	128,856.00	40	-N/A-	Equal	No	No	6	5		City Manager	
Cannon Falls	4,052	Southeast	Community Development Director	1	66,664.00	81,307.20	82,950.40	82,950.40	82,950.40	40	-N/A-		No	Yes	7	6		City Administrator	
Champlin	23,934	Metro	Deputy Administrator	1	89,648.00	112,049.60	112,049.60	112,049.60	112,049.60	40	-N/A-		No	No	5	3		City Administrator	
Chanhassen	23,629	Metro	Community Development Director	1	88,753.59	133,140.80	113,630.40	113,630.40	113,630.40	40	-N/A-	Equal	No	No			AICP	City Manager	
Columbia Heights	18,361	Metro	Community Development Director	1	89,910.00	107,982.00	107,982.00	107,982.00	107,982.00		-N/A-	Equal	Yes	No	7	10		City Manager	
Coon Rapids	63,162	Metro	Community Development Director	1	102,502.40	127,732.80	114,587.20	114,587.20	114,587.20	40	-N/A-	Equal	No	No	9			City Manager	
Cottonwood	1,158	Southwest	Community Development Coordinator	1			37,336.00	37,336.00	37,336.00	40	-N/A-		No	Yes				City Clerk	

Crystal	22,014	Metro	Community Development Director	1	97,591.38	125,474.60	103,000.00	103,000.00	103,000.00	103,000.00	40	-N/A-	Equal	No	No	0	0		City Manager
Eagan	65,933	Metro	Director of Community Development	1	108,804.80	128,024.00	128,024.00	128,024.00	128,024.00	128,024.00	40	-N/A-	Equal	No	No	9	9		City Administrator
Eden Prairie	62,536	Metro	Community Development Director	1	104,124.80	145,766.40	129,584.00	129,584.00	129,584.00	129,584.00	40	-N/A-	Equal	No	No				City Manager

Organization	Population	Region	Organization's Job Title	# Emps	Range Minimum	Range Maximum	Actual Low	Actual High	Actual Average	Hrs/Week	+/-Diff	Degree Of Match	Union	FLSA	# of Steps in Salary range	# of Yrs to max of range	Licenses	Reports To	Data Entry Date
Edina	49,491	Metro	Director of Community Development	1	93,849.60	117,312.00	117,312.00	117,312.00	117,312.00	40	-N/A-		No	No	6			City Manager	
Fergus Falls	13,733	Central	Community Development Director	1	61,838.40	86,632.00	86,632.00	86,632.00	86,632.00	40	-N/A-		No	No	9	8		City Administrator	
Fridley	26,347	Metro	Director of Community Development	1	95,929.60	122,532.80	122,532.80	122,532.80	122,532.80	40	-N/A-	Equal	No	No	7	10		City Manager	
Grand Rapids	10,576	Northeast	Community Development Director	1	64,958.40	80,163.20	81,494.40	81,952.00	81,952.00	40	-N/A-	Equal	No	No	0	0		City Administrator	
Granite Falls	2,947	Central	Economic Development Director	1			45,000.00	45,000.00	45,000.00	40	-N/A-	Equal	No	Yes				City Manager	
Hastings	22,491	Metro	Community Development Director	1	78,083.20	78,083.20	97,614.40	97,614.40	97,614.40	40	-N/A-	Less	No	No	6	5		City Administrator	
Hernantown	9,526	Northeast	Community Development Director	1			74,484.80	74,484.80	74,484.80	40	-N/A-	Equal	N/A	N/A	6	12		City Administrator	
Hopkins	17,290	Metro	Planning & Economic Development Director	1	76,960.00	103,667.00	103,667.00	103,667.00	103,667.00		-N/A-	Less	No	No	8	10		City Manager	
Hutchinson	14,073	Central	Economic Development Director	1	67,758.08	97,402.24	67,758.08	67,758.08	67,758.08		-N/A-	Equal	No	No				City Administrator	
Inver Grove Heights	34,461	Metro	Director of Community Development	1	99,500.00	124,300.00	124,300.00	124,300.00	124,300.00		-N/A-	Greater	N/A	N/A	5	5		City Administrator	
Isanti	5,569	Central	Community Development Director	1	59,300.80	73,216.00	68,577.60	68,577.60	68,577.60	40	-N/A-		No	No	7	7	None	City Administrator	
Jackson	3,413	Southwest	Economic Developer	1	50,523.20	75,275.20	75,275.20	75,275.20	75,275.20	40	-N/A-		No	No	15			Mayor & Administrator	
Lake Shore	1,030	Central	City Admin/Planning & Zoning Admin	1	42,911.00	65,799.00	65,799.00	65,799.00	65,799.00		-N/A-	Equal	No	Yes	10	10		City Council	
Lakeville	55,772	Metro	Community/Economic Development Director	1	98,217.60	117,832.00	117,832.00	117,832.00	117,832.00	40	-N/A-	Equal	No	No	6	5		City Administrator	
Lino Lakes	20,305	Metro	Community Development Director	1	83,200.00	104,000.00	104,000.00	104,000.00	104,000.00	40	-N/A-		No	No	6	5		City Administrator	
Luverne	4,573	Southwest	Economic Development Director	1	45,843.20	77,625.60	56,513.60	56,513.60	56,513.60		-N/A-	Less	No	No	19			City Administrator	
Mankatow	37,032	Southeast	Director of Community Development	1	97,489.60	112,964.80	112,964.80	112,964.80	112,964.80	40	-N/A-		No	No	5			CITY MANAGER	
Maple Grove	62,660	Metro	Community Development Director	1	98,396.00	122,995.00	122,995.00	122,995.00	122,995.00	40	-N/A-	Equal	No	No	6	5		City Administrator	
Melrose	3,401	Central	Community Planning/Economic Development Director	1	51,854.00	70,073.00	70,073.00	70,073.00	70,073.00	40	-N/A-	Equal	No	No	7	7		City Administrator	
Minnetonka	51,451	Metro	Community Development Director	1	112,598.90	125,109.90	125,109.90	125,109.90	125,109.90	40	-N/A-	Equal	No	No	5	3		City Manager	

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Montevideo	5,416	Southwest	COMMUNITY DEVELOPMENT DIRECTOR	1	57,616.00	68,348.80	65,104.00	65,104.00	65,104.00	40	-N/A-	No	No	No	5	4			
Monticello	11,501	Central	Community Development Director	1	63,447.00	82,481.00	72,966.00	72,966.00	72,966.00	40	-N/A-	Greater	No	No	8	6		City Administrator	
Moorhead	36,962	Northwest	Director of Community Services/Deputy City Manager	1	99,431.03	135,192.00	115,940.90	115,940.90	115,940.90	40	-N/A-	Greater	No	No	11	11		City Manager	
Mound	9,787	Metro	Community Development/Planning Director	1	80,605.00	100,237.00	100,237.00	100,237.00	100,237.00	40	-N/A-	Equal	No	No	6	6		City Manager	
Mountain Lake	1,990	Southwest	Economic Development Coordinator	1	42,619.21	50,129.66	50,129.66	50,129.66	50,129.66	40	-N/A-	Greater	No	No	4	2		Clerk/Admin	
New Hope	20,718	Metro	Director of Community Development	1	88,400.00	107,556.80	103,417.60	103,417.60	103,417.60	40	-N/A-	Equal	No	No	6	5		City Manager	
New Ulm	13,396	Southwest	Community Development Director	1	70,075.20	75,691.20	75,691.20	75,691.20	75,691.20	40	-N/A-	No	No	No	7	6		City Manager	
Nisswa	2,061	Central	Planning & Zoning Administrator	1	42,494.40	42,494.40	42,494.40	42,494.40	42,494.40	40	-N/A-	Equal	Yes	Yes				Council/Mayor	
Northfield	19,786	Central	Community Development Director	1	83,948.80	104,936.00	92,352.00	92,352.00	92,352.00	40	-N/A-	Equal	No	No	11	10		City Administrator	
Orono	7,960	Metro	Community Development Director	1	66,936.38	89,248.50	66,936.38	66,936.38	66,936.38	40	-N/A-	N/A	N/A	N/A	8	8		City Administrator	
Oronville	1,900	Central	EDA Secretary	1	37,814.40	49,816.00	44,678.40	44,678.40	44,678.40	40	-N/A-	No	Yes	Yes	10	10		EDA Board	
Perham	2,767	Central	Economic Development Director	1	47,798.40	62,192.00	63,440.00	63,440.00	63,440.00	40	-N/A-	Equal	No	No	9	9		City Manager	
Plymouth	71,930	Metro	Community Development Director	1	101,641.00	131,535.00	131,535.00	131,535.00	131,535.00	40	-N/A-	Equal	No	No	8			City Manager	
Princeon	4,518	Central	Community Development Planner	1	53,504.00	66,881.00	56,182.00	56,182.00	56,182.00	40	-N/A-	Equal	No	No	6	5		City Administrator	
Ramsey	23,272	Metro	Community Development Director	1	85,446.41	106,808.00	86,403.20	86,403.20	86,403.20	40	-N/A-	N/A	N/A	N/A	6	5		City Administrator	
Richfield	33,859	Metro	Community Development Director	1	102,793.60	132,163.20	131,060.80	131,060.80	131,060.80	40	-N/A-	Equal	No	No				City Manager	
Rosemount	21,521	Metro	Community Development Director	1	89,469.00	111,833.00	111,833.00	111,833.00	111,833.00	40	-N/A-	Equal	No	No	6	5		City Administrator	
Roseville	34,178	Metro	Community Development Director	1	100,276.80	120,806.40	109,928.00	109,928.00	109,928.00	40	-N/A-	Equal	No	No	7	5		City Mgr	
Shakopee	34,691	Metro	Economic Development Coordinator	1	74,357.00	92,946.00	78,074.00	78,074.00	78,074.00	40	-N/A-	Less	No	No	6	5		City Administrator	
St. Cloud	65,741	Central	Community Development Director	1	89,460.80	110,177.60	105,934.40	105,934.40	105,934.40	40	-N/A-	No	No	No	6	20		City Administrator	

Organization	Population	Region	Organization's Job Title	# Emps	Range Minimum	Range Maximum	Actual Low	Actual High	Actual Average	Hrs/Week	+/-Diff	Degree Of Match	Union	FLSA	# of Steps in Salary range	# of Yrs to max of range	Licenses	Reports To	Data Entry Date	
St. James	4,473	Southwest	Community/Economic Development Director	1	56,995.70	70,810.35	63,528.62	63,528.62	63,528.62	40	-N/A-	No	No	No	9	9		County Administrator		
St. Louis County	195,797	Northeast	Planning & CD Director	1	91,499.20	122,782.40	122,782.40	122,782.40	122,782.40	40	-N/A-	Greater	No	No	9	8		County Administrator		
St. Louis Park	46,293	Metro	Community Development Director	1	112,007.00	131,773.00	131,773.00	131,773.00	131,773.00	40	-N/A-	Equal	No	No				City Manager		
St. Michael	15,277	Central	Comm. Development Director	1	76,356.80	103,043.20	103,043.20	103,043.20	103,043.20	40	-N/A-	No	No	No	7	6		City Administrator		
St. Peter	10,917	Southeast	community development director	1			73,008.00	73,008.00	73,008.00	40	-N/A-	Equal	No	No				city administrator		
Staples	3,099	Central	Community Development Director	1			58,499.30	58,499.30	58,499.30	40	-N/A-		No	No				City Administrator		
Stillwater	18,235	Metro	Community Development Director	1	83,765.00	98,547.00	98,547.00	98,547.00	98,547.00		-N/A-	Equal	Yes	No	4	4		City Administrator		
Thief River Falls	8,522	Northwest	Community Services Director	1			79,788.00	79,788.00	79,788.00		-N/A-	Equal	Yes	No	0	0		City Administrator		
Vadnais Heights	13,071	Metro	Planning/Community Development Director	1	81,556.80	97,864.00	84,281.60	84,281.60	84,281.60	40	-N/A-	No	No	No	6	5		City Administrator		
Victoria	6,727	Metro	Community Development Director	1	75,836.80	95,555.20	89,086.41	89,086.41	89,086.41	40	-N/A-	Equal	No	No				City Manager		
Waconia	10,183	Metro	Community Development Director	1	78,889.00	92,810.00	81,024.00	81,024.00	81,024.00		-N/A-	Equal	No	No	7	6		City Administrator		
Wadena	4,161	Central	WDA/Planning & Zoning Director	1	49,940.80	59,696.00	59,113.60	59,113.60	59,113.60	40	-N/A-		No	No	8	20		City Council		
West St. Paul	18,947	Metro	Community Development Director	1	84,853.08	113,137.20	113,131.20	113,131.20	113,131.20		-N/A-	Equal	No	No				City Mgr		
White Bear Lake	24,734	Metro	Community Development Director	1			104,228.80	104,228.80	104,208.00	40	-N/A-		No	No				City Manager		
Winona	27,474	Southeast	Director of Economic Development	1			84,830.00	84,830.00	84,830.00		-N/A-	Greater	No	No				City Manager		
Woodbury	59,338	Metro	Community Development Director	1	96,657.60	125,507.20	135,678.40	135,678.40	135,678.40	40	-N/A-	Equal	No	No				City Administrator		
Worthington	11,405	Southwest	Director of Community/Economic Development	1	75,263.76	101,827.40	92,248.00	92,248.00	92,248.00	40	-N/A-	Equal	No	No	5			City Administrator		
Zumbrota	3,166	Southeast	Economic Development Director	1	49,316.80	63,960.00	63,960.00	63,960.00	63,960.00	40	-N/A-	Less	No	Yes	6	7		City Administrator		
Un-aged Average					\$81,443.84	\$103,026.90	\$93,808.77	\$93,814.72	\$93,814.45		-N/A-									
Aged Average									\$93,814.45											

Job Summaries

Director Of Planning (Planning Only)

Job Level: Top position in planning.

Minimum Qualifications: Extensive experience in performing urban/city planning including several years of project responsibility and/or supervision of others.

Duties: Manages and directs all activities in the planning department. Responsible for budget, staff, planning strategies into the future, and broad operational knowledge.

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Salaries

We have compared the salary entered for each Job Title selected utilizing the location matching the criteria indicated.

For multi-job search results, click on a Job Title to jump directly to the search results for that Job Title.

Job Title(s) selected Click on Title to View	Director Of Planning (Planning Only)
Effective Date	Jan-2015
Output Sorted by	City Name
Region(s) selected	All regions
Organization Size(s) selected	All city sizes
Organization (s) selected	
Show results	Annual Format
Your search has returned 20 records.	

Director Of Planning (Planning Only)
Manages and directs all activities in the planning department. Responsible for budget, staff, planning strategies into the future, and broad operational knowledge.

Search Results for Director Of Planning (Planning Only). No comparison salary provided.

Organization	Population	Region	Organization's Job Title	# Emps	Range Minimum	Range Maximum	Actual Low	Actual High	Actual Average	Hrs/Week	+/-Diff	Degree Of Match	Union	FLSA	# of Steps in Salary range	# of Yrs to max of range	Licenses	Reports To	Data Entry Date
Anoka	17,966	Metro	Planning Director	1	78,228.80	97,780.80	97,780.80	97,780.80	97,780.80	40	-N/A-		No	No	6	5		City Manager	
Bloomington	84,701	Metro	Planning Manager	1	88,762.00	125,967.00	113,000.00	113,000.00	113,000.00		-N/A-	Equal	No	No				Director of Community Development	
Crystal	22,014	Metro	City Planner	1	60,775.01	78,139.30	60,775.01	60,775.01	60,775.01	40	-N/A-	Less	No	No				Community Development Director	
Eden Prairie	62,536	Metro	City Planner	1	92,934.40	130,145.60	95,721.60	95,721.60	95,721.60	40	-N/A-	Equal	No	No				Community Development Director	
Fridley	26,347	Metro	Planning Manager	1	72,051.20	92,040.00	91,977.60	91,977.60	91,977.60	40	-N/A-	Equal	No	No	7	10		Director of Community Development	
Goodhue County	46,018	Southeast	Planner/Zoning	1	52,915.20	75,712.00	75,712.00	75,712.00	75,712.00	40	-N/A-	Equal	No	Yes	12	11		Land Use Management Director	
Hutchinson	14,073	Central	Planning Director	1	67,758.08	97,402.24	84,562.39	84,562.39	84,562.39		-N/A-	Greater	No	No				City Administrator	
Lake County	10,970	Northeast	Environmental Services Director	1	67,600.00	74,360.00	67,600.00	67,600.00	67,600.00	40	-N/A-	Equal	No	No	5	25		County Administrator	
Lakeville	55,772	Metro	Planning Director	1	98,217.60	117,832.00	117,832.00	117,832.00	117,832.00	40	-N/A-	Equal	No	No	6	5		City Administrator	
McLeod County	37,289	Central	Zoning Director	1	63,252.80	83,116.80	83,116.80	83,116.80	83,116.80	40	-N/A-		No	No				County Administrator	
Meeker County	23,141	Central	Planning & Zoning Administrator	1	51,979.20	69,763.20	63,232.00	63,232.00	63,232.00	40	-N/A-	Greater	No	No	9	8		Board of Commissioners	
Minneapolis	386,691	Metro	Director, Long Range Planning	1	108,770.00	120,219.00	117,929.00	117,929.00	117,929.00		-N/A-	Equal	No	No	4	6		Director, Community Planning and Economic Developm	
Minnetonka	51,451	Metro	City Planner	1	94,251.55	104,724.00	104,724.00	104,724.00	104,724.00	40	-N/A-	Less	No	No	5	3		Community Development Director	
Moorehead	36,962	Northwest	City Planner/Zoning Administrator	1	67,298.84	91,503.27	71,563.79	71,563.79	71,563.79		-N/A-	Greater	No	No	11	11		Planning and Neighborhood Services Dept Director	
Plymouth	71,930	Metro	Planning Manager	1	76,074.00	101,037.00	101,037.00	101,037.00	101,037.00	40	-N/A-		No	No	8			Director of Community Development	
Savage	27,567	Metro	Planning Division Manager	1	77,646.41	98,280.00	98,280.00	98,280.00	98,280.00	40	-N/A-	Equal	No	No	8	6.5		City Administrator	
Snowwood	7,618	Metro	Planning Director	1		94,917.00	94,917.00	94,917.00	94,917.00		-N/A-	Equal	No	No	0	0		City Administrator	
St. Louis Park	46,293	Metro	Planning and Zoning Supervisor	1	94,367.00	111,020.00	111,020.00	111,020.00	111,020.00	40	-N/A-	Equal	No	No				Community Development Director	

Winona	27,474	Southeast	City Planner	1			70,428.80	70,428.80	70,428.80	40	-N/A-	Yes	Yes				Director of Economic Development
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Organization	Population	Region	Organization's Job Title	# Emps	Range Minimum	Range Maximum	Actual Low	Actual High	Actual Average	Hrs/Week	+/-Diff	Degree Of Match	Union	FLSA	# of Steps in Salary range	# of Yrs to max of range	Licenses	Reports To	Data Entry Date	
Winona County	50,209	Southeast	Community & Environmental Protection Srv Director	1	73,549.00	101,787.00	101,787.00	101,787.00	101,787.00	40	-N/A-	Equal	N/A	N/A	12	10		County Administration		
Un-aged Average					\$77,135.06	\$98,379.40	\$91,149.84	\$91,149.84	\$91,149.84		-N/A-									
Aged Average									\$91,149.84											

CITY OF LAKE ELMO

JOB TITLE: Planning Director

REPORTS TO: City Administrator

SUMMARY OF RESPONSIBILITIES

- To manage and direct the planning department by providing policy and technical information on all planning, zoning, building and land use related code compliance activities.
- To lead a department so it is an integral part of the overall city organization by engaging key staff and consultants to get their input and keep them informed.
- To provide the primary staff support to the planning commission and the park commission.
- To develop and maintain systems for the planning, zoning and building processes that exemplify efficiency, accuracy, clear communication and follow through.
- To anticipate, analyze and communicate about current and future community planning and development topics.
- To build positive, respectful internal and external relationships to help promote Lake Elmo's high quality of life through its community land use planning and building activities and decisions.

QUALIFICATIONS

Education

Minimum

- A bachelor's degree in planning or a related field from an accredited four-year college.

Desirable

- A master's degree in planning or a related field from an accredited graduate program.

Work Experience

Minimum

- 7 years working in a land use-planning field with responsibility for a variety of planning activities, projects and applications with increasing responsibility and independence (a master's degree can substitute for 1 year of experience)
- 5 years of experience reporting to a public land use commission of which 3 years is as a principal planner to a municipal planning commission
- 5 years of experience managing land use planning projects and/or processes of which three years is for a local government
- Experience in comprehensive land use planning, analyzing planning and zoning policies and processing planning applications
- Experience writing and verbally communicating to the planning commission, city council, property owners and the public about land use and community planning topics
- Experience in providing direction and guidance, managing and working with staff and consultants to accomplish key assignments
- Experience working with other municipal governments and with the county, regional and state oversight agencies
- A solid understanding of development, redevelopment and conservation development processes and complexities
- Demonstrated experience developing, organizing, implementing and communicating planning and building processes including internal and external processes

Desirable

- 2 or more years of supervisory experience

- 2 years experience as a lead planner for a municipal government with a wide range of land use planning issues

Other Required Qualifications

- Holds a valid driver's license
- Able to use a variety of office machines including computers, telephones, (voicemail) copier, fax
- Able to use a variety of software applications including Microsoft Word, Excel, PowerPoint, Outlook, Adobe Acrobat, and familiar with GIS
- Able to independently travel
- Must be available for evening meetings and for occasional weekend work outside of office hours of 8:00 AM to 4:30 PM, Monday through Friday
- Must be able to demonstrate excellent written and verbal communication skills which includes listening skills in one-on-one meetings as well as group presentations

DESIRABLE CHARACTERISTICS

- Understands, appreciates and enjoys the role of serving the public
- Welcomes the responsibility of managing staff and consultants to get positive results
- Is comfortable creating and supporting positive change and working with others to understand change
- Sees the big picture and can organize the details to get there
- Flexible
- Can identify and collaboratively bring people/stakeholders/staff/experts together to efficiently and effectively present concepts and find solutions to clearly support the need
- Possesses effective verbal and written communication with the ability to demonstrate good judgment about when and how to communicate information
- Has strong analytical skills
- Is a strategic thinker and is able to clearly present the information
- Is engaged and seeks out interaction from others to learn about topics and resolve problems
- When the opportunity arises, is pro-active rather than reactive
- Enjoys being a team member, but is willing to be out in front and lead
- Manages crises carefully, strategically and efficiently
- Has a sense of humor

COMPENSATION

Salary range: \$60,000 to \$75,000 (Exempt position).

Benefits: Eligible for city employee benefits including city medical, retirement and leave benefits.

START DATE: To be determined.

**CITY OF BURNSVILLE
POSITION DESCRIPTION**

POSITION CLASSIFICATION TITLE: Director of Development/Redevelopment
DEPARTMENT: Administration & Enterprises
ACCOUNTABLE TO: City Manager

JOB SUMMARY

Under broad direction, is responsible for managerial, administrative, and supervisory work in the areas of Economic Development, Planning and Building Inspections.

ESSENTIAL JOB FUNCTIONS

1. Plan and direct Economic Development, Planning & Building Inspection functions and, through subordinate administrative and supervisory personnel, supervise all activities of the work groups in the Division.
2. Establish appropriate short-term and long-term goals and objectives and policies for the assigned areas.
3. Assure interdepartmental cooperation in special projects or ongoing operations.
4. Evaluate ongoing job assignments, programs, procedures, and operations to identify potential improvements.
5. Oversee the development of the departmental budget; direct the keeping of required records and either review or develop administrative reports.
6. Develop, maintain and adjust Burnsville's economic development and redevelopment program (yearly plan - community involvement, business expansion, job creation, new business).
7. Act as facilitator, coordinator and communicator between city and businesses.
8. Coordinate all functions of Economic Growth Committee and subcommittees.
9. Develop financing package that allows city to be competitive in growth of business and jobs.
10. Facilitate other staff to expand support services program throughout organization coordinating the appropriate department and staff resources.
11. Responsible for completing employee performance evaluations in conformity with City guidelines and timelines.

12. Perform other duties and responsibilities as apparent or assigned.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of and working experience with economic development computer models and software.

Requires a thorough understanding of city functions, policies and practices.

Ability to supervise the work of others and encourage self directed work teams.

Ability to take initiative and develop ideas in solving problems presented.

Ability to communicate effectively orally and in writing.

Ability to develop and maintain effective working relationships with City personnel, staff of other agencies, business organizations, community groups and the general public.

QUALIFICATIONS

B.A. in Urban Studies, Business, Finance or a related field. M.A. desirable.

Minimum of three years related experience, preferably in a municipal setting.

POSITION RESPONSIBILITY DESCRIPTION

Date: February 1988
Functional Classification: Community Development
Position Title: Director of Community Development
Position Designation: 30

PRIMARY OBJECTIVE OF THE POSITION:

To promote and help facilitate the orderly, efficient and desired type of development throughout the City, and to provide supervision and technical expertise for all departments of Community Development.

MAJOR RESPONSIBILITY AREAS:

1. Supervision and direction of all personnel and functions within the department.
 - A. Prepare and administer department budget.
 - B. Work with the Assistant to the City Manager in writing job vacancy notices.
 - C. Interview and recommend candidates for employment.
 - D. Assign, review and evaluate departmental work projects.
 - E. Discipline department employees.
 - F. Conduct yearly employee evaluations.
 - G. Conduct departmental staff meetings.
 - H. Prepare staff recommendations regarding departmental functions.
 - I. Authorize all department purchases.
2. Preparation of reports and recommendations regarding long-range planning activities.
 - A. Prepare reports and make recommendations in regard to redevelopment activities.
 - B. Prepare reports, analyze and make recommendations in regard to the Comprehensive Plan.
 - C. Attend seminars, conferences, staff meetings, City Council meetings, Metro Council meetings and various advisory meetings.
3. Supervision, direction and participation in current planning reviews.
 - A. Participate in initial redevelopment discussions.
 - B. Process applications, analyze and prepare reports and recommendation.
 - C. Attend all necessary Council and Planning Commission meetings.
 - D. Answer requests for information from the general public, developers, the City Council, etc.
4. Enforcement of all ordinances and codes pertaining to departmental operations.
 - A. Answer questions regarding zoning, environmental health, and building ordinances.
 - B. Receive/observe code violations pertaining to zoning, environmental health and building.
 - C. Negotiate violation abatements and conduct general follow-up.
5. Coordinate community development activities with other city activities.
 - A. Attend City staff meetings, City Council meetings, advisory board meetings.
 - B. Advise and consult with other departments as necessary.
 - C. Prepare special reports for Manager, City Council, and various advisory commissions.
6. Performance of any other duties as directed or apparent.
 - A. Testify regarding City codes.
 - B. Past development discussions.

Community Development Director

Page 2

QUALIFICATIONS:

Must have a bachelors degree in Planning, Public Administration, or a related field and four (4) years experience in a public or private planning agency, or have a Masters Degree and two (2) years experience.

SUPERVISION/ACCOUNTABILITY:

This position provides general supervision for all departmental employees. The position has direct accountability to the City Manager.

STAFF AND PUBLIC CONTACT:

Extensive contact with the staff of other departments.

Extensive contact with the general public.

Extensive contact with City Council, Planning Commission, and Economic Development Commission.

JOB TITLE: Community Development Director

DEPARTMENT: Community Development

EFFECTIVE DATE: October 17, 1994

FLSA STATUS: Exempt

DESCRIPTION OF WORK:

General Statement of Duties: Performs advanced administrative, managerial, and professional community development services relative to the provision of planning, land use controls, and building inspection services and coordinates housing and community development activities through the Community Development Work Team; performs related duties as required.

Supervision Received: Works under the general and administrative supervision of the Council Administrator.

Supervision Exercised: Exercises general and technical supervision over subordinate professional certified building inspectors, zoning administration professionals, administrative support and intern staff, as well as consulting planners, architects, landscape architects, consultants, or other professionals on City projects.

TYPICAL DUTIES PERFORMED: (The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.)

- Supervises staff including interviewing and recommending hire, assigning, reviewing work, adjusting grievances, transfer, reward, coaching and training, and discipline.
- Prepares and implements an annual operating budget and capital improvement plan for division needs for Council Administrator and City Council approval.
- Oversees the operation of the Planning Division and the Building and Zoning Division which provides detailed plan review, permit issuance, field inspections, occupancy permits, contract licensing, community contact, permit records, zoning and subdivision code administration, and subdivision review and all City planning activities.
- Serves as Step 2 designee in the established grievance process; resolves grievances at Step 2 or refers to subsequent steps as appropriate according to the labor agreement.
- Models appropriate supervisory behavior at all times and applies and enforces labor agreements, personnel rules, and statutes.
- Coordinates activities of the Community Development Work Team involving interagency review of economic development projects, housing and community development projects, and other

projects.

Rev. 11/18/97

- Coordinates park planning projects facilitating public participation, analysis of park needs, development of plans and specifications, and funding plans.
- Renders technical advice to other City officials and employees regarding community development, design standards, land use, and related aspects of physical, social, and environmental planning.
- Obtains funding from foundations and governmental entities by grant writing for youth, energy conservation, housing and community development, wellness, and numerous related purposes and entities.
- Oversees the City Preservation Program including programs related to historic surveys and designations, design review administration, and public education programs.
- Completes detailed planning reports and studies, creates fiscal impact and tax increment financing packages utilizing spreadsheet software, applies Desktop Publishing and Graphics software in publications and grant presentation media.
- Coordination of annexation process including informational meetings, analysis and development of legal documents, and negotiation with property owners and public officials concerning boundaries, financing, public services, etc.
- Formulates and administers the comprehensive plan.
- Organizes and directs the work of the Planning Division.
- Promotes effective community and media relations by conducting neighborhood meetings, speaking on radio and in newspaper accounts, and promoting planning and technical education at all levels.
- Consults with private builders, developers, property owners, engineers, and department heads in matters requiring technical planning expertise.
- Provides staff support to the Planning Commission and Historic Preservation Commission, prepares agendas, minutes, materials as necessary.
- Provides planning assistance to generic Cannon Valley Trail Board, Youth Outreach Advisory Board, Transitional Housing Boards, Downtown Council, and numerous other community organizations.
- Administers sign code including applications intake, technical assistance, application review and approval.

- Prepares codes and ordinances protecting shoreland, controlling flood plain usage, subdivision platting, zoning regulation, signage, heritage preservation, and related planning matters; recommends amendments, fee structures, etc.
- Directs the work of planners, architects, and consultants in coordination of special projects.
- Attends City Council, Planning Commission, Heritage Preservation Commission, and/or other public meetings on an as-needed basis to address questions, complaints, or concerns on planning issues.
- Determines departmental policies and planning techniques in compliance with accepted planning standards.
- Coordinates and administers land use development regulation programs related to zoning, subdivision, housing projects, economic development, and other public projects.
- Defines and helps plan the long-range capital improvement budget of the municipality and prepares written reports for the City Council.
- Prepares written contracts and specifications for contractual work and issues certificates showing the amount and value of the completed work, proper performance and completion of the contract.
- Supervises requisition and purchase of supplies and equipment to facilitate departmental operations within established appropriations; in conjunction with the Central Services Division.
- Enforces safety policies in accordance with Occupational Safety and Health Administration (OSHA), A Workplace Accident Injury Reduction (AWAIR), etc. May investigate damage claims, accident reports, settlements, judgements, and court orders affecting staff.
- Oversees the maintenance and access of office files for all drawings, maps, profiles, surveys, blueprints and estimates; both current and historical, for public inspection, according to the Minnesota Government Data Practices Act and records retention schedule.

Authors or oversees the writing of articles, maps, pamphlets, reports, publications, and resources.

Represents the City by meeting with visiting officials, delegations, and members of the public; conducts tours of the City.

Creates analytical studies related to retail, labor market, land use, transportation, housing, and other studies as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of methodology relating to demographics, growth projections, economic impacts, zoning review, site and subdivision planning, design review, survey research and planning theory, methods, and practices.
- Considerable knowledge of municipal government operations and the political process.
- Considerable knowledge of State laws, City ordinances and City policies, and established professional design and City planning practices.
- Considerable knowledge of occupational hazards and safety requirements related to planning operations.
- Considerable skill in grantwriting and obtaining funding from foundation and governmental entities.
- Considerable skill in personal computers/peripherals and in planning computer software (spreadsheets, data-base, graphics, and wordprocessing).
- Considerable ability to analyze complex technical and statistical information, interpret the data, and prepare reports and recommendations.
- Considerable ability to communicate effectively, both verbally and in writing (in English) with our internal and external constituencies.
- Considerable ability to incorporate diverse projects into the overall objectives of the City.
- Considerable ability to prepare and administer an annual budget and capital improvement program.
- Considerable analytical ability and visual acuity utilizing color vision to see, read, (in English) and interpret correspondence, reports, graphs, maps, blueprints, technical drawings, architectural renderings related to construction of public facilities and other buildings; and to gauge quality, aesthetics, and completion of planned projects.
- Considerable ability to use telephones, FAX machines, copiers, adding machines, and miscellaneous office equipment requiring fine motor coordination.
- Considerable ability to establish and maintain effective working relationships with City employees, elected and appointed officials, consultants, and the general public and to deal with public relations problems courteously, tactfully, and diplomatically and to maintain strict confidentiality.
- Considerable ability to practice teamwork and to add value to City operations consistent with City Council goals.

- Considerable ability to hire, train, supervise, and evaluate staff.
- Considerable ability to sit, walk, and stand, sometimes for long periods.
- Considerable ability to push, pull, twist, and turn to retrieve documents from file cabinets and other areas.
- Considerable ability to sit for long periods of time at the personal computer entering or accessing data, writing grants; and frequently using repetitive movements.
Working ability to regularly lift and carry objects weighing 10 - 20 pounds from floor to knee, knee to waist, and waist to shoulder.

SUPERVISORY RESPONSIBILITIES:

Employees in this classification have the authority to assign and/or direct work, discipline and/or suspend for just cause, adjust grievances, reward employees under their supervision and transfer employees.

QUALIFICATIONS:

Minimum Qualifications: Master's Degree in Planning, Urban Affairs, Community Development or a related field and three years experience as a manager/supervisor of a planning department is required. Certification of A.I.C.P. (American Institute of Certified Planners) is desirable. Demonstrated computer literacy using planning software packages at a level of 60 words per minute is required. Must possess a valid Minnesota Class D driver's license or equivalent.

- **NOTE:** Bulleted items are essential functions of the job.

CITY OF MAPLE GROVE
1997

POSITION:	Economic Development Director	LEVEL:	Department Director
DEPARTMENT:	Economic Development	SALARY RANGE:	

POSITION OBJECTIVE

Under administrative direction, this position is responsible for establishing a positive environment to promote economic development in the City.

EXAMPLES OF WORK PERFORMED

- *Consults with financial consultants, banks, mortgage companies, and government agencies to determine financing methods for project and operational funding.
- *Evaluates identified financing alternatives, and recommends and secures financing for projects.
- *Visits sites to gather information for projects.
- *Presents reports on studies and plans to citizen groups, commissions, and the City Council.
- *Provides information and assistance to other staff members regarding plans and studies.
- *Develops strategies for the allocation and delivery of City financial assistance resources.
- *Develops long-range plans and work programs for economic development activities.
- *Plans implementation procedures for economic development programs.
- *Evaluates economic development programs and revises programs as required.
- *Prepares economic development marketing strategies.
- *Identifies prospective clients for expansion or relocation.
- *Contacts prospective businesses to encourage expansion or relocation to the City.
- *Facilitates businesses' relocation or expansion within the City.
- *Assigns tasks/projects or areas of responsibilities to employees to meet completion schedules.
- *Assesses employee performance.
- *Responds to media inquiries and releases information to the public or the media.
- *Writes informational materials such as newsletters, bulletins, and news/press releases.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of economic development techniques and practices.
- In depth knowledge of financial strategies for development.
- Ability to establish and maintain excellent working relationships with developers, councils, commissions, City staff, and the general public.
- Ability to communicate effectively, both orally and in writing.

*INDICATES ESSENTIAL JOB FUNCTION

(cont. page 2) economic development director

MINIMUM REQUIREMENTS

-Demonstrated ability to work with developers and community groups is required.

DESIRABLE TRAINING AND EXPERIENCE

-Bachelor's Degree in Public Administration, Urban Studies, Planning, or related field is desired. Two years of experience may be substituted for each year of degree.

-Minimum of two years experience working in economic development for a local government is desired.

EXTENT OF SUPERVISION OR GUIDANCE PROVIDED

Works independently under the general guidance of the City Administrator.

RESPONSIBILITY FOR PUBLIC CONTACT

Extensive public contact requiring tact and courtesy.

SUPERVISION OF OTHERS

(See Community Development Director job description)

Position Description Approved:

By _____
Department Director

Date Approved

Human Resources

CITY OF CRYSTAL
POSITION DESCRIPTION

Position Title: Assistant City Manager/
Community Development Director

FLSA Status: Exempt

Department: Administration

Salary Range: OTA20

POSITION OBJECTIVE

To assist the City Manager in the overall administration of City affairs. To oversee the functions of: Human Resources, Labor Relations, and General Administration/Special Projects, Communications, and MIS/Computers. To plan and direct community development functions including, economic development, planning and zoning, assessing, recycling, building, housing and environmental health inspection programs.

DUTIES AND RESPONSIBILITIES

Administration

- Assists City Manager in all operational activities as needed.
- Represents the City in working with various governmental and community agencies in program development and public relations.
- Attends City Council, Commission and other meetings as needed.
- May act as City Manager in City Manager's absence.
- Performs special assignments as assigned by City Manager.
- Prepares and oversees budgets.
- Oversees Human Resources activities.
- Oversees City and Employee Newsletter.
- Oversees Cable Generator and local organization productions.
- Responsible for City telephone/voice mail system.
- Oversees MIS functions.

Planning

- Oversees short and long-range planning, administration of zoning ordinances and enforcement's.
- Plans, directs and coordinates economic development functions.
- Coordinates annual update of five-year Capital Improvement functions.
- Oversees administration and maintenance of the Comprehensive Plan.
- Attends Planning Commission meetings and coordinates activities as necessary.

Community Development

- Plans, directs and coordinates special development studies and projects, such as housing for the aged, redevelopment projects, EDA functions, alternate transportation studies, etc.
- Works with outside individuals/agencies involved in development and redevelopment of the City.
- Represents City to other government agencies.
- Serves as staff liaison to the Economic Development Commission.
- Responsible for the preparation of grant proposals.
- Coordinates community development projects with city staff, other communities, and agencies as appropriate.

Supervisory

- Directly supervises Community Development Department staff and HR Manager.
- Administers policies and enforcement of building, housing, zoning, assessing, recycling and environmental health inspection functions.
- Supervises employees, assigning tasks, evaluates performance, providing training, etc.
- Works with staff in all city departments to ensure coordination of work.

General

- Prepares annual budget and monitors expenditures For Community Development and Administration Departments; Reviews overall budget.
- Attends City Council, Planning Commission, and EDA meetings and events as necessary.
- Attends other public meetings as needed.
- Responsible for following and complying with City of Crystal Affirmative Action Programs and Policy.
- Performs other duties as assigned.

POSITION ANALYSIS

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda and directives. Must be able to effectively represent the organization, department and administrative operations to management and the public. Must have ability to give effective presentations at public meetings.

Decision Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must have a knowledge of administrative processes as it directly relates to City operations. Seven years experience in municipal government, with a Master's Degree in Public Administration, Planning or related fields. Experience in planning and zoning.

Interpersonal Relationships: Must be consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to effectively supervise staff in department.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact. Must have ability to establish and maintain an effective and respected working relationship with City Manager, department heads, elected official and other agencies.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge: Must have sound working knowledge of local government and services provided, knowledge of operations of government agencies, public human resources management programs including labor relations. Knowledge and skills in computer systems. Ability to act as City Manager when City Manager is not available. Ability to formulate, initiate, administer policies and

procedures. Ability to work as a team member. Must have Bachelor's Degree in Public Administration, Business Administration, or related field.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same work station for up to eight hours at a time with appropriate breaks within that time frame.

DESIRABLE TRAINING AND EXPERIENCE

- Masters Degree in Public Administration, Industrial Relations or related field.
- Seven years experience in municipal government.
- Two years supervisory experience and/or two years as a Department Head.
- Ability to resolve conflicts with public or within work place.
- Five years experience in Human Resources/Labor Relations.
- Five years experience in planning and zoning.

MINIMUM REQUIREMENTS

- A Bachelor's Degree in Public Administration, Business Administration or other related field.
- Five years experience in municipal government with at least two years as a department head or extremely responsible assistant department head level.
- Familiarity with labor relations and human resources programs.
- One year experience with word processing and spreadsheet software applications in a windows environment.
- Valid Driver's License.

EXTENT OF SUPERVISION OR GUIDANCE PROVIDED

Work is performed in close cooperation with and under the direction of the City Manager. A great deal of independent judgment is required.

RESPONSIBILITY FOR PUBLIC CONTACT

Extensive public contact. Responsible to establish and maintain an effective working relationship with contractors, public officials, staff and the public.

SUPERVISION OF OTHERS

Supervises staff in the City Manager's Office. In absence of City Manager, may be responsible for all employees.

Position Description Approved:

By _____ Date _____
 City Manager

By _____ Date _____
 Department Director

By _____ Date _____
 Human Resources

Received by Employee:

Employee Signature

Date

CITY OF ISANTI JOB DESCRIPTION

JOB TITLE: Economic Development Director

DEPARTMENT: Administration

SUPERVISION: City Administrator

EFFECTIVE DATE: 10-20-2009

FLSA STATUS: Exempt

HOURS WORKED: 40/wkplus

DEFINITION:

General Statement of Duties: Responsible for economic development activities and programs for the City of Isanti. Serves as staff for the EDA. Serves as the liaison to the Chamber of Commerce, business community, and related economic development groups.

SUPERVISION RECEIVED:

Works under the general supervision of the City Administrator.

SUPERVISORY FUNCTIONS:

This position has none.

EQUIPMENT/JOB LOCATION

Works primarily from an office in City Hall. Equipment used includes, but is not limited to, personal computer, printer, fax machine, copy machine, digital camera, motorized vehicle, and document camera.

ESSENTIAL FUNCTIONS OF THE JOB:

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Assesses and prioritizes needs for economic development programs, promotions, etc. and determines funding available to meet those needs.
- Develops and recommends to the City Administrator an annual budget consistent with department goals and projected revenue resources.
- Participates in budget preparation, accounting and financial management for the EDA.
- Evaluates programs and services on an annual basis.

- Assures that all required reports and documents are forwarded to the EDA, City Council, staff, funding, and regulatory agencies, and that reports are timely and accurate.
- Establishes and maintains good working relationships with community groups, service agencies, and local, State and Federal governmental agencies.
- Serves as the responsible staff person for the Isanti Economic Development Authority (EDA) by preparing agendas, resolutions, reports, and minutes for their activities. Conducts research or special projects as requested.
- Acts as a liaison to the Isanti Area Chamber of Commerce, Isanti County EDA, ECRDC, and other economic development groups.
- Develop an effective promotion program to attract the interest of potential businesses.
- Meets with potential clients, provides information and assists as necessary to develop commercial and industrial investment in the City of Isanti.
- Oversees the management, marketing, subdivision sales, contractual arrangements for Industrial Park Property. Works with legal and city staff on development agreements.
- Oversees loans, contracts, and legal requirements for revolving loan funds and ensures compliance with TIF, tax abatement and business subsidies; works with Finance Director on financial reporting. Coordinates private and public financing.
- Provides consultation to new or expanding businesses throughout the development process including financial, legal, contractual, marketing, project evaluation.
- Prepares and submits grant applications; assists in administering and monitoring grants received.
- Provides tours, visits businesses on a regular basis, assists in annual business retention visits.
- Identifies and solicits new business and development prospects; works with City staff to develop strategies for attracting, retaining and expanding businesses; may assist businesses in preparing business plans and analyzing financing sources.
- Prepares and updates the community profile, MNPRO/City websites and maintains, provides information about available land and buildings.
- Prepares a variety of written reports, correspondence, documents, applications, etc.
- Coordinates and processes incentives with EDA, the City Council, County Board and School Board as needed.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as assigned or apparent.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the principles, practices and techniques of economic development and community development.
- Considerable knowledge of public and private funding sources for grants and loans.
- Considerable knowledge of traditional and innovative development tools (tax increment, community development block grants, Small Business Administration loans, tax abatements, etc.)
- Considerable ability to establish and maintain effective and credible working relationships with community organizations, businesses, agencies, boards, and the general public.
- Considerable ability to communicate effectively, both orally and in writing, including making formal presentations.
- Considerable ability to quickly assess economic development opportunities and make sound judgments and recommendations.
- Considerable ability to read, assemble, organize and interpret statistical, financial and factual information derived from a variety of original and secondary sources.
- Considerable ability to work independently and to effectively plan and organize work, projects, and programs.
- Considerable ability to operate a telephone and calculator and to hear staff, elected officials and the public.
- Considerable ability to see and read computer screens and documents and operate a personal computer with word processing and spreadsheet applications.
- Considerable ability to exercise resourcefulness in solving economic development problems.
- Considerable ability to provide advice, staff support and technical direction to community groups and others.
- Working ability to safely operate a motor vehicle on City streets.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands that are described herein are representative of those that must be met by the employee to successfully perform the essential functions of this job. The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions.

- The employee is frequently required to sit and talk or hear and occasionally use large motor skills to bend, stoop, crouch, kneel push and pull.
- Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain
- Ability to conduct field investigations throughout the year and during all weather conditions.
- Ability to occasionally lift and carry objects weighing up to 50 pounds for tasks such as carrying supply boxes, files and equipment.

- Specific vision abilities required by this position include close vision, distant vision, peripheral vision and ability to focus as it relates to such tasks as reading documents, processing paperwork, reviewing plans, and viewing a computer monitor.
- Office environment: sitting for extended periods at a personal computer using repetitive movements and small motor skills. The noise level in the office environment is usually moderate.
- Field Inspections: occasional exposure to extreme hot and cold as well as other types of inclement weather conditions and exposure to loud noises from machinery and equipment at construction sites.

MINIMUM QUALIFICATIONS:

Minimum Qualifications: Must possess a valid Minnesota Class C driver's license or equivalent out-of-state license. Bachelor's degree with major coursework in economic development, local and urban affairs, planning or knowledge equivalent to a Bachelor's degree in a related field or considerable experience including, but not limited to, successful grant writing, public relations, financial and statistical analysis and active community involvement.

PREFERRED QUALIFICATIONS

Prefer experience working with economic development programs, writing and administering grants. Previous experience working with a wide range of boards, volunteers, governmental agencies, organizations, businesses and individuals is highly desirable.

- Masters degree is desirable in Planning, Urban Studies, or Public Administration
- National Development Certified (NDC)

NON-DISCRIMINATION STATEMENT

The City of Isanti will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

Position Title: **COMMUNITY DEVELOPMENT DIRECTOR**
Department: **COMMUNITY DEVELOPMENT**
Accountable to: **CITY ADMINISTRATOR**
Status: **FLSA EXEMPT**

PRIMARY OBJECTIVE OF POSITION

Under limited supervision performs a variety of routine and complex administrative, technical and professional work in the preparation and implementation of economic and community development plans, planning and zoning administration, annexation, housing plans and programs, and special projects.

ESSENTIAL FUNCTIONS

Duties shall include but are not limited to:

- Reviews applications for all permits under the zoning ordinance. Communicates with applicants to ensure they understand the process and status of their application.
- Serves as staff specialist for the Economic Development Authority. Prepares agendas, staff reports, and material for meetings. Represents the EDA as required with developers and other agencies or organizations.
- Serves as staff specialist for the Planning Commission. Prepares agendas, staff reports, and material for meetings. Represents the Planning Commission as required with developers and other agencies.
- Performs site inspections to ensure compliance with ordinances. Works in conjunction with building inspector, police department, and city attorney to enforce ordinances.
- Responds to complaints related to zoning, general code enforcement, and other nuisances.
- Ensures all relevant ordinances are kept up to date.
- Develops maps of city zoning and infrastructure using GIS and electronic mapping technology.
- Working knowledge of related federal and state programs, and the ability to work with federal, state, and local agencies related to planning, zoning, annexation and economic development such as HUD, DTED, MPCA, DNR, Minnesota Planning, etc.
- Reviews development regulations, provides recommendations, and drafts ordinances.
- Prepares staff reports for the Planning Commission, EDA, and City Council and makes presentations.
- Provides leadership for long-range land use planning for the organization.
- Provides education for Planning Commissioners and Economic Development Authority members.
- Prepares studies related to land use planning such as traffic, parking, land use, etc.
- Maintains relevant demographic data to assist with planning efforts.
- Works with the city engineer to ensure that development projects are completed according to approved plans.
- Develops a positive business climate for the city and promotes housing and economic development growth.
- Performs other duties as assigned or as apparent.

MINIMUM REQUIREMENTS

- Bachelors degree in Planning, Urban Studies, Public Administration or related field. Masters degree preferred.
- 3 years experience in urban planning and zoning administration and economic development activities.
- MN driver's license.
- Ability to clearly read, write, and speak English.
- Working knowledge of standard office machines, including computers, telephone, fax, and copy machine.
- Ability to conduct on-site inspections.
- Knowledge of GIS computer and electronic mapping applications

RESPONSIBILITY FOR THE WORK OF OTHERS

- May supervise support staff.

CITY OF ANDOVER
POSITION DESCRIPTION

Position Title	COMMUNITY DEVELOPMENT DIRECTOR
Department:	Community Development
Accountable To:	City Administrator
Status:	Exempt

PRIMARY OBJECTIVE OF POSITION:

To strengthen the overall health and vitality of the City of Andover through developing, managing and evaluating community development programs, including planning, development review, redevelopment, housing rehabilitation and inspection, building plan review and inspection, and code enforcement.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the City Administrator.

SUPERVISION EXERCISED:

Exercises supervision over all community development staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manage and direct the operations of the Community Development Department.
2. Initiate, develop and administer community development programs and services pursuant to policy direction from City Council and City Administrator adopted plans, regulations and budgets.
3. Provide professional planning, development advice, and consultation to elected and appointed officials, developers and citizens; makes presentations to City Council, boards, commissions, civic groups and the general public.

Department Operations

- Manage and supervise community development operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, develop, motivate and evaluate assigned staff; review progress and direct changes as needed.
- Assure that assigned areas of responsibility are performed within budget; monitor revenues and expenditures in assigned areas to assure sound fiscal control; prepare annual budget requests; assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Determine work procedures, prepare work schedules, and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations.
- Issue written and oral instructions; assign duties and examine work for thoroughness, accuracy, and conformance to policies and procedures. Conduct staff training sessions.
- Maintain harmony among workers and resolve grievances; assist subordinates in performing duties; identify training needs and address staff development issues; correct errors and complaints.
- Execute timely performance evaluations of community development employees.
- Delegate work assignments to responsible employees as needed.

Community Planning and Intergovernmental Coordination

- Has thorough knowledge of the principles, practices and methods of city planning and planning administration.
- Manage the development, maintenance, and adherence to the Andover Comprehensive Plan to insure the future stability of the community.
- Provide leadership and direction in the development of short and long range plans related to growth management, land use, housing, transportation, park, trails and open space systems, public facilities, solid waste or other related issues to meet the City's needs and the requirements of intergovernmental agreements or State legislation.
- Gather, interpret, and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed.
- Recommend and implement strategies needed to accomplish City community development goals.
- Coordinate and schedule comprehensive plan activities with the Metropolitan Council plan, state and county planning activities, and various special jurisdictions' planning activities.
- Identify strategic opportunities for use of tax increment financing and other resources to attract and shape development in order to strengthen the City's economic base and overall community health.
- Supervise the evaluation of land use proposals for conformity to established plans and ordinances; evaluate developmental impacts as they relate to adopted plans of the city and makes recommendations.
- Monitor inter-governmental and legislative decisions affecting department operations and follow through with appropriate action.
- Serve on various boards, commissions, task forces and committees as assigned. Serve as City's representative to intergovernmental planning efforts and joint powers groups.

Development Review

- Supervise the development review process from submittal of rezoning, subdivision, special use permit and site plan applications, through analysis of project proposals, preparation of staff reports and recommendations, review of construction drawings and issuance of building permits, and building inspections. Interpret and apply City codes, and exercise judgment in applying requirements to cases which do not fit norms.
- Deal with developers, design professionals, contractors, business people, citizens, and property owners on an on-going basis. Handle controversial issues and situations related to the review of development projects. Assume responsibility for developing alternatives and solutions to complex and difficult issues and situations.
- Insure the maintenance of accurate and complete records of departmental activities related to licenses, permits, development projects and special studies, and the production of related maps and diagrams.
- Interpret and apply development regulations; identify gaps in ordinance provisions and recommends ways to address these gaps; prepares ordinance revisions for consideration by City Council.
- Assure accurate collection of fees.
- Has familiarity with basic engineering and building construction principles and concepts.
- Act as the arbiter when code provisions are confusing or vague.

Housing & Neighborhood Improvement

- Supervise the evaluation of the City's housing stock and its neighborhoods, and the development and implementation of programs to address problems. Assemble resources and develops methods of financing to support such programs.
- Assure the continuing implementation of the annual rental housing inspection program.

Code Enforcement

- Supervise the enforcement of zoning, housing, building, and nuisance codes including the receiving of complaints, field investigations, preparation of notification letters and court orders, and possible testimony in court hearings, in order to achieve code compliance.
- Develop methods for dealing with chronic code violations and problem properties.

PERIPHERAL DUTIES:

1. Attend professional development workshops and conferences to keep abreast of trends and developments in the field of city planning.
2. Assist in designs for parks, streetscapes, landscapes and other municipal projects.

MINIMUM QUALIFICATIONS:

Education and Experience:

- A) Education from a four-year college or university with a degree in land-use planning, urban planning, public administration or a closely related field;
- B) A minimum of five (5) years of progressively responsible community development work;
- C) Preferably Four (4) years of supervisory experience.
- D) Municipal Experience preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. Extensive knowledge of community development programs and process, and the typical operations of a community development department. Ability to use computers in accomplishing the work of the department.
2. Ability to supervise a complex set of department functions which involve several technical disciplines, and to manage a complicated work program so that demands are matched to resources and work assignments are completed in a thorough, complete manner within established time frames. Ability to handle numerous projects which often have demanding requirements and tight time schedules.
3. Ability to think in a creative and strategic manner, to develop alternatives and specific program proposals designed to achieve effective results consistent with community goals.
4. Thorough knowledge of how to formulate, implement and apply comprehensive plans and special studies related to community development issues.
5. Thorough knowledge of how to develop, interpret and apply development regulations, and to conduct code enforcement activities.
6. Familiarity with the Community Development Block Grant program and other federal and state housing programs.
7. Familiarity with engineering and building construction principles and concepts.
8. Familiarity with geographic information systems, and how to utilize them in the operation of a community development department.
9. Ability to analyze situations and information, formulate alternatives, and use sound judgment in drawing conclusions and making decisions. Ability to develop a course of action and maintain momentum to reach successful conclusions in a variety of program areas.

10. Ability to communicate orally and in writing with design professionals, contractors, developers, business people, property owners, citizens, elected and appointed officials, and the general public; ability to produce effective presentations and reports including research, synthesis of information, preparing text, graphs, charts and graphics. Ability to write clearly, concisely and legibly.
11. Ability to maintain effective working relationships with the Administrator, other department heads and staff members, Council and Commission members, citizens, property owners, developers and others.
12. Ability to follow verbal and written instructions.
13. Ability to handle stressful situations and effectively deal with difficult or angry people.

SPECIAL REQUIREMENTS:

Valid Minnesota State Driver's License or ability to obtain one.

TOOLS AND EQUIPMENT USED:

Skill in the operation of a personal computer, including the use of word processing and spreadsheet software; a motor vehicle; calculator; phone; and copy and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A majority of the work is performed in an office setting, with occasional visits to field sites. Sufficient mobility is necessary to navigate natural terrain and construction sites. Visual acuity sufficient to evaluate field conditions, plans and drawings is necessary, as is the ability to communicate orally in person and over the telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to sit, stand, walk, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls, and to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT:

Position may entail stressful conditions when dealing with concerned residents and/or developers and when needing to meet deadlines.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee usually works in an office setting, with occasional visits to field sites. When in the field, the employee is exposed to outside weather conditions, experiencing exposure to wet and/or humid conditions, fumes or airborne particles. Situations may occur where the employee is dealing with people who are angry, upset or belligerent.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date: _____

Approval: _____
City Administrator

8-99

g: data/staff/patj/jobdescr/planning/comdev

CITY OF CRYSTAL
POSITION DESCRIPTION

Position Title: Assistant City Manager/
Community Development Director

FLSA Status: Exempt

Department: Administration

Salary Range: OTA20

POSITION OBJECTIVE

To assist the City Manager in the overall administration of City affairs. To oversee the functions of: Human Resources, Labor Relations, and General Administration/Special Projects, Communications, and MIS/Computers. To plan and direct community development functions including, economic development, planning and zoning, assessing, recycling, building, housing and environmental health inspection programs.

DUTIES AND RESPONSIBILITIES

Administration

- Assists City Manager in all operational activities as needed.
- Represents the City in working with various governmental and community agencies in program development and public relations.
- Attends City Council, Commission and other meetings as needed.
- May act as City Manager in City Manager's absence.
- Performs special assignments as assigned by City Manager.
- Prepares and oversees budgets.
- Oversees Human Resources activities.
- Oversees City and Employee Newsletter.
- Oversees Cable Generator and local organization productions.
- Responsible for City telephone/voice mail system.
- Oversees MIS functions.

Planning

- Oversees short and long-range planning, administration of zoning ordinances and enforcement's.
- Plans, directs and coordinates economic development functions.
- Coordinates annual update of five-year Capital Improvement functions.
- Oversees administration and maintenance of the Comprehensive Plan.
- Attends Planning Commission meetings and coordinates activities as necessary.

Community Development

- Plans, directs and coordinates special development studies and projects, such as housing for the aged, redevelopment projects, EDA functions, alternate transportation studies, etc.
- Works with outside individuals/agencies involved in development and redevelopment of the City.
- Represents City to other government agencies.
- Serves as staff liaison to the Economic Development Commission.
- Responsible for the preparation of grant proposals.
- Coordinates community development projects with city staff, other communities, and agencies as appropriate.

Supervisory

- Directly supervises Community Development Department staff and HR Manager.
- Administers policies and enforcement of building, housing, zoning, assessing, recycling and environmental health inspection functions.
- Supervises employees, assigning tasks, evaluates performance, providing training, etc.
- Works with staff in all city departments to ensure coordination of work.

General

- Prepares annual budget and monitors expenditures For Community Development and Administration Departments; Reviews overall budget.
- Attends City Council, Planning Commission, and EDA meetings and events as necessary.
- Attends other public meetings as needed.
- Responsible for following and complying with City of Crystal Affirmative Action Programs and Policy.
- Performs other duties as assigned.

POSITION ANALYSIS

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda and directives. Must be able to effectively represent the organization, department and administrative operations to management and the public. Must have ability to give effective presentations at public meetings.

Decision Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must have a knowledge of administrative processes as it directly relates to City operations. Seven years experience in municipal government, with a Master's Degree in Public Administration, Planning or related fields. Experience in planning and zoning.

Interpersonal Relationships: Must be consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to effectively supervise staff in department.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact. Must have ability to establish and maintain an effective and respected working relationship with City Manager, department heads, elected official and other agencies.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge: Must have sound working knowledge of local government and services provided, knowledge of operations of government agencies, public human resources management programs including labor relations. Knowledge and skills in computer systems. Ability to act as City Manager when City Manager is not available. Ability to formulate, initiate, administer policies and

procedures. Ability to work as a team member. Must have Bachelor's Degree in Public Administration, Business Administration, or related field.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same work station for up to eight hours at a time with appropriate breaks within that time frame.

DESIRABLE TRAINING AND EXPERIENCE

- Masters Degree in Public Administration, Industrial Relations or related field.
- Seven years experience in municipal government.
- Two years supervisory experience and/or two years as a Department Head.
- Ability to resolve conflicts with public or within work place.
- Five years experience in Human Resources/Labor Relations.
- Five years experience in planning and zoning.

MINIMUM REQUIREMENTS

- A Bachelor's Degree in Public Administration, Business Administration or other related field.
- Five years experience in municipal government with at least two years as a department head or extremely responsible assistant department head level.
- Familiarity with labor relations and human resources programs.
- One year experience with word processing and spreadsheet software applications in a windows environment.
- Valid Driver's License.

EXTENT OF SUPERVISION OR GUIDANCE PROVIDED

Work is performed in close cooperation with and under the direction of the City Manager. A great deal of independent judgment is required.

RESPONSIBILITY FOR PUBLIC CONTACT

Extensive public contact. Responsible to establish and maintain an effective working relationship with contractors, public officials, staff and the public.

SUPERVISION OF OTHERS

Supervises staff in the City Manager's Office. In absence of City Manager, may be responsible for all employees.

Position Description Approved:

By _____ Date _____
 City Manager

By _____ Date _____
 Department Director

By _____ Date _____
 Human Resources

Received by Employee:

Employee Signature

Date

CITY OF CRYSTAL
POSITION DESCRIPTION

Position Title: City Planner

FLSA Status: Exempt

POSITION OBJECTIVE

To serve as the city's principal planner and advise the department director in land use issues affecting redevelopment and economic development. To be a resource to residents, developers, Planning Commission, City Council, Economic Development Authority (EDA) and co-workers on land use and redevelopment matters. To coordinate housing redevelopment programs and to serve as a resource for commercial redevelopment activities.

DUTIES AND RESPONSIBILITIES

Planning

- Serves as Zoning Administrator.
- Assumes primary responsibility for all zoning interpretations and is the city's primary contact for the public on zoning inquiries.
- Prepare and present staff reports to City Council, commissions, boards and committees.*
- Coordinate projects with other departments and ensure the exchange of information.
- Responsible for long range planning and implementation of the Comprehensive Plan.*
- Manage process to amend and update the Comprehensive Plan.*
- Ensure city compliance with the Comprehensive Plan.*
- Supervise the development review process.
- Perform and oversee grant writing activities related to planning activities.
- Serve as the city's staff liaison for Station Area Planning and other land use processes related to the Bass Lake Road station on the proposed extension of the Blue Line LRT.
- Provide professional planning advice to the City Council, Planning Commission, EDA and other advisory groups as necessary.
- Assist with the siting and design of development projects.
- Maintain effective working relationships with elected and appointed officials, city staff, citizens, developers and representatives of other jurisdictions and agencies.
- Represent the city and department at meetings and on boards, agencies and organizations, as assigned.
- Revise and develop ordinance amendments, policies and procedures implementing long-range land use plans.*
- Assist with administration and enforcement of Zoning Ordinance, as needed.
- Act as principal staff liaison to Planning Commission.

Redevelopment

- Coordinate the Community Development Block Grant Program.*
- Manage incentive programs for residential rehabilitation including the Home Improvement Incentive Rebate and other programs provided by other agencies for the city.

- Coordinate redevelopment projects with department staff to ensure they are consistent with City zoning and land use regulations.*
- Administer various financing/grant programs.*
- Develop and maintain information on development and redevelopment projects and prospects.
- Manage scattered site acquisition and residential redevelopment.*
- Assist director in implementation of commercial redevelopment projects.
- Investigate and make recommendations to the Director on funds available for projects.
- Provide staff support to the EDA, including preparation of staff reports, presentations and recommendations for action.

General

- Assist the Director and City Manager in all areas, as needed.
- Attend meetings of the Planning Commission, EDA and City Council, as well as various boards, committees and public meetings as needed; may include weekend and evening meetings.*
- Make presentations to boards, committees, EDA, City Council, public and other agencies on all areas of planning, housing/redevelopment, code enforcement and Community Development.
- Prepare correspondence, reports; compile data and make presentations as needed.
- Perform other related duties as assigned.

*Denotes an essential function

KNOWLEDGE, SKILLS AND ABILITIES

Communications: Must have the ability to actively listen to others for understanding of their needs and situations. Must have the ability to speak and write English clearly and be able to read and understand correspondence, memoranda and directives. Must be able to effectively represent the organization, department and its operations to management and the public in a positive manner. Must be able to give effective presentations to the public.

Decision Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, anticipate needs and evaluate alternatives.

Interpersonal Relationships: Must be consistent in dealing with people. Must exclude personal biases from work performance. Must have the ability to accept and learn from criticism and/or discipline. Must be effective in the use of tact and diplomacy. Must strive to promote a cooperative atmosphere in the department. Must exhibit a positive attitude. Must be able to establish and maintain effective and respected working relationship with staff, management, boards and public. Must demonstrate the ability to work as a team member in the department and organization.

Professional Attitude: Must demonstrate a commitment to the organization. Must demonstrate a willingness to take initiative, be dependable, and exhibit self confidence and maturity in relationships with others. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and professional attitude in all electronic, telephone and personal contact. Must maintain positive work atmosphere by behaving and communicating in a professional manner that fosters positive contact with customers, co-workers and supervisors.

Quality of Work: Must be able to produce high-quality, accurate work. Must be able to detect and correct errors. Must utilize work time properly and productively, including prioritizing work.

Technical Knowledge: Must have sound working knowledge of zoning and planning principles. Must accurately administer and follow codes, statutes, and other technical data needed in land use related matters. Must have general knowledge of redevelopment laws and tax increment financing. Must have working knowledge of computers. Must have advanced knowledge of urban land use principles and trends and extensive knowledge of community development programs, processes and operations of a community development department. Must have the ability to supervise multiple department functions to accomplish the department work program on time. Must possess the ability to think in a creative manner in order to develop alternative programs to achieve results consistent with community goals. Must possess thorough knowledge of how to develop and implement a municipal comprehensive plan and be familiar with writing and administration of development-related grants. Must possess a generous knowledge of various software packages, benefits and applications for geographic information systems and other data management systems. Must have the ability to gather data and develop clear and concise reports.

PHYSICAL REQUIREMENTS

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking and sitting and occasionally requires using hands to finger, handle or feel and reaching with hands and arms; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; this work does not require any specialized sensory utilization; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

MINIMUM REQUIREMENTS

- Bachelor's degree in Planning, Geography, Urban Studies, or related field.
- Minimum five years experience in municipal planning, community development and/or redevelopment.
- Extensive knowledge of local zoning codes and ordinances.
- Experience administering residential redevelopment efforts and programs.
- Experience in making presentations to Planning Commission and City Council.
- Knowledge of Tax Increment Financing and CDBG programs.
- Computer experience using software programs (MS Office Products) in a Windows environment.
- Valid driver's license.

DESIRABLE TRAINING AND EXPERIENCE

- Seven years progressively responsible experience in municipal planning and/or redevelopment.
- Master's Degree in planning, geography, urban studies, public administration or closely related field.
- Experience administering Tax Increment Financing and CDBG programs.
- Supervisory experience.

EXTENT OF SUPERVISION OR GUIDANCE PROVIDED

Under direct supervision of the Director, position has extensive leeway for judgment in matters relating to interpretation and administration of land use regulations and applicable city code provisions, as well as residential redevelopment and overall department objectives. Works closely with other departments.

RESPONSIBILITY FOR PUBLIC CONTACT

High level of public contact both in person and over the phone responding to routine inquiries, reviewing proposals and presenting information.

Last Updated: January 2015

Position Description Approved:

By _____ Date _____
City Manager

By _____ Date _____
Department Director

By _____ Date _____
Human Resources

Received by:

Employee Date _____

**CITY OF SAVAGE
SENIOR PLANNER**

FUNCTION

Performs technical and professional planning work; provide support to the Planning Commission.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the professional planning series. Employees within this class are distinguished from the Associate Planner by the variety and greater technical difficulty of work performed.

SUPERVISION RECEIVED

Work is performed independently under the general supervision of the Planning Division Manager.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Research, analyze and prepare planning reports for proposed land use developments including: variances, conditional use permits, rezoning, comprehensive plan amendments, ordinances, code revisions, resolutions, plats, and other planning issues.

Provide information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.

Prepare and provide technical and professional advice; assemble technical and detailed background material for presentations to supervisors, boards, commissions, civic groups, and the general public.

Review development and related land use permit applications, site plans, variance applications, etc.; examine applications for compliance with established plans and ordinances and applicable local, State or Federal regulations; solicit input from appropriate staff; schedule hearings and actions; monitor applications through the approval process; enforce compliance with regulations; prepare reports and related data as required.

Participate as an active member of the development review committee.

Assist city staff in the enforcement of local ordinances and in the interpretation of City codes.

Maintain appropriate planning files and related background material.

May represent the city at local, metropolitan, and state agency meetings.

Prepare studies and performs research required as part of the revision of the Comprehensive Plan.

Prepare planning reports and supporting data, including recommendations on various land use proposal; prepare minutes of meetings.

Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.

Assist in the preparation of grants for planning and related purposes.

Attend professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

Attend meetings and serve on committees as needed.

NON-ESSENTIAL FUNCTIONS

Perform related work as assigned.

WORK CONTACTS

Considerable contact with public officials, contractors, developers, outside agencies, City departments, employees and the general public. Contacts require tact and diplomacy.

CONDITIONS OF WORK

Light physical activity in normal office environment. *Refer also to Physical Demands Supplement for additional information.*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the modern principles, practices, and methods involved in urban planning; of local ordinances and policies; of data gathering and analysis methods; of data review, reporting and presentation; of development issues and concerns and of the development process. Skill in performing graphic communications including freehand drawing and mechanical drafting for presentation of development proposals including site planning and map making. Skill in the use of computers and software applications. The ability to perform the following work activities with or without reasonable accommodations.

- Establish priorities.
- Organize data and conduct research.
- Review and analyze information.
- Use computers and related software applications.
- Communicate clearly and concisely, both orally and in writing.
- Communicate using diplomacy and tact.
- Gather information and prepare accurate reports and informational materials.
- Establish and maintain effective working relationships with staff, Council, boards, commissions, community groups, the general public and other agencies and organizations.
- Maintain regular attendance.

ACCEPTABLE EXPERIENCE AND TRAINING

Four (4) years progressively responsible experience in planning or community development and enforcement of municipal or county zoning codes, and Bachelor's Degree from an accredited college or university in urban planning, architecture, geography or a related field; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.

DESIRABLE EXPERIENCE AND TRAINING

Certification with the American Institute of Certified Planners is highly desirable.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Minnesota driver's license.

EMPLOYMENT STATUS

Salaried, exempt from the provisions of the Fair Labor Standards Act.

The functions/tasks provided are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.

NON-DISCRIMINATION POLICY

The City of Savage will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

**THE CITY OF SAVAGE
PHYSICAL DEMANDS AND JOB DESCRIPTION SUPPLEMENT**

WORK ENVIRONMENT

- 1.) Normal shift = eight (8) hours for five (5) consecutive days.
- 2.) Works indoors in controlled environment.

PHYSICAL DEMANDS

Type of Activity	Frequency
Walking/standing:	O
Sitting:	S
Standing in One Place:	O
Climbing:	O
Pulling/Pushing:	O
Crawling/Kneeling/Squatting:	O
Bending/Stooping:	O
Twisting/Turning:	O
Repetitive movement:	O
Lifting waist to shoulder:	O
Lifting knee to waist:	O
Lifting floor to knee:	O

S = Significant M = Moderate O= Occasional

**CITY OF FARIBAULT
POSITION DESCRIPTION**

Position Title: City Planner
Department: Community Development
Reports To: Community Development Director
Salary:

Min	Mid	Performance Max
\$59,918	\$74,897	\$82,387

Date: September 2013

PRIMARY OBJECTIVE OF POSITION

Manage planning and zoning activities for the City in the areas of city planning, zoning administration, comprehensive land use planning, zoning subdivision and ordinance enforcement and plan implementation, and residential/commercial/industrial project development. Prepare reports, recommendations and research as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for review and evaluation of proposed development plans, subdivisions, zoning variances, conditional use permits, planned unit developments.

- Administer applications in compliance with applicable regulations, policies and directives.
- Primary liaison to the Planning Commission administering matters such as agendas and minutes of Commission meetings to assure that they are prepared in an accurate and timely manner.
- Coordinate with other divisions and departments and prepare memoranda, staff reports and resolutions relating to planning and zoning applications and special studies for presentation to the City Council, Planning Commission and the general public.
- Facilitate the Development Review Committee meetings and work with other City departments on a variety of planning and development related topics and projects.
- Assist the public by telephone, in writing, and in person, providing technical information and assistance regarding planning issues, zoning case information, land use regulations and City codes.

Conduct specialized studies related to community development, city planning and zoning as assigned.

- Perform City, airport and park planning, including developing and administering city, airport and park comprehensive master plan, and conduct research for City, airport, and park planning.
- Prepare reports, as requested, on various aspects of City planning, or developments within the City for presentation such as Capital Improvements Program, Comprehensive Plan, Growth Management Plan, Land Use Studies, etc.

Monitor professional innovation, planning trends, demographic trends, and applicable legislation.

- Provide and obtain planning advice for the City.

Coordinate Zoning Administration activities and functions.

- Coordinate the processing and enforcement of zoning code and/or general code violations through customer complaint response.
- Enforce and apply the Zoning and Sign Ordinances, research and update the Zoning and Sign Ordinance as necessary, prepare and present code amendments to the Planning Commission.
- Assist in processing permit applications. Meet with applicants to identify specific permit requirements, provide applicants with appropriate information, materials and deadlines.
- Process applications in accordance with state and local regulations.

Coordinate GIS programs and plans in association with the Engineering Department.

- Design, compose and edit material, both graphic and written using the standard variety of market software packages.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a College or University with a Bachelor's Degree in Urban Planning, Urban Affairs, Community Development, Public Administration or a related field; and
- Two (2) years related full time professional experience; or
- Any equivalent combination of education and experience.
- Possession of a Minnesota driver's license.

DESIRABLE QUALIFICATIONS

Necessary Knowledge, Skills and Abilities

- Knowledge of land use regulations, development plan review and approval processes, subdivision and platting regulations and ordinances.
- Demonstrated ability in reviewing and interpreting subdivision plats, development proposals and site plans.
- Demonstrated skills and abilities in verbal, graphic and written communications.
- Knowledge of an automated office environment, including applicable computer software, such as the Microsoft Office suite of programs.
- Knowledge of GIS software.
- Master's Degree in planning or related field

SUPERVISION RECEIVED/EXERCISED

This position receives supervision from the Community Development Director.

- Supervises employees within the assigned program or division.

Necessary Knowledge, Skills and Abilities

- Ability to consistently demonstrate courtesy and effectiveness in dealing with the petitioners, the public, and fellow employees.
- Assure timeliness and completeness of proposal processing.
- Possession of an understanding of municipal land regulations, development plan review and approval process.
- Ability to become completely familiar with City land use policies, regulations, ordinances, and procedures; remain aware of current developments and writings in planning field.
- Demonstrated ability in reviewing and interpreting development proposals and site plans.
- Demonstrated ability in displaying tact and professional decorum relating to public officials.
- Consistently demonstrate high standards of verbal, graphic and written communications in English.
- Demonstrated skill in an automated office environment, including dictation and applicable computer software. Strong skill level in GIS software.
- Meets or exceeds departmental standards when evaluated.
- Ability to accurately record and maintain records.

TOOLS AND EQUIPMENT USED

Desktop and laptop computers including word processing, spreadsheet and database software, GIS software, calculator, telephone, copy machine, fax machine, printers and scanners.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

The physical demands of the position are consistent with duties found in a standard office environment and may also occasionally require the employee to drive a car. The employee must also be capable of occasionally lifting and/or moving up to at least ten (10) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The majority of the work is performed within an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the environment is usually quiet.

OTHER

The City of Faribault does not discriminate on the basis of race, color, natural origin, sex, religion, age, and handicap status in the employment or the provision of services.

This document does not constitute an employment agreement, implied or otherwise, other than "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.