



STAFF REPORT

DATE: 7/20/2021

CONSENT

TO: Honorable Mayor and City Council

FROM: Jake Dickson, Assistant City Administrator

AGENDA ITEM: Authorize Posting of City Planner Position

BACKGROUND:

City Planner Ben Prchal submitted his resignation earlier this month and his last day will be August 2nd.

Per the City of Lake Elmo Personnel Policy and Employee Handbook, the City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method.

ISSUE BEFORE COUNCIL:

Does the City Council authorize the posting of the City Planner job?

PROPOSAL DETAILS/ANALYSIS:

If approved, staff will advertise the job from July 21st through August 4th. Staff will screen applications and conduct interviews before bringing a hiring recommendation to the City Council at the earliest practicable meeting date.

FISCAL IMPACT:

City Planner wages are included in the 2021 budget.

OPTIONS:

- Advertise the City Planner position as described.
- Advertise the City Planner position with different terms.
- Do not advertise the City Planner position.

RECOMMENDATION:

If removed from the consent agenda:

“Motion to authorize advertising the City Planner position.”

ATTACHMENTS:

- City Planner Job Posting
- City Planner Job Description



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The City's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

Accepting Applications for the Position of:

City Planner

STATUS: Full-time regular position
SALARY: \$29.19-37.95/hour.
BENEFITS: Qualifies for full-time benefits
FLSA STATUS: Non-exempt
OPENING DATE: 7/21/2021
CLOSING DATE: 8/4/2021

JOB TITLE: City Planner
DEPARTMENT: Planning
ACCOUNTABLE TO: Reports to Planning Director

Position Details/Essential Functions:

Under limited supervision, this position is to complete professional planning and administrative work directing and coordinating the development of the City. This position serves as the City's principal planner and advises the Department in land use issues affecting redevelopment and economic development. This position is to be a resource to residents, developers, Planning Commission, City Council, Economic Development-Authority and co-workers on land use and redevelopment matters. This position is responsible for coordinating housing redevelopment programs and serving as a resource for commercial redevelopment activities. This position performs under the general supervision of the Planning Director and is responsible, but not limited to the following duties:

Planning Projects:

- Responsible to manage all aspects of planning projects, including community engagement, consultant oversight, and approvals
- Answer questions and provide general planning-related information to the public, interprets overall plans, City projects, and ordinances

- Analyzes and reviews variance requests and special-use/conditional use permits and make recommendations to the Planning Commission and City Council
- Coordinates the intake and review of planning and zoning applications and monitors applications for compliance with state-mandated review schedules

Comprehensive Plan:

- Review public projects and private developments proposals for conformance with the Comprehensive Plan

Stakeholder Management:

- Effectively identify and organize resident groups, coordinate input, arrange and facilitate public meetings, prepare and present information and identify community needs by collecting, verifying and compiling data from a variety of sources
- Develop quality Planning Commission, Parks Commission and City Council actions and/or study items and present strategy plans, agreements, new initiatives, contracts and community recommendations
- Establish and maintain effective working relationships with all levels of customers and planning staff
- Make presentations to committees, City Council, public or other agencies on all areas of planning, housing/redevelopment, code enforcement and parks and recreation
- Attend Planning Commission, Parks Commission, City Council meeting and other meetings as needed, which may include night and weekend meetings

Project Management:

- Provide customer service on-site, front counter, e-mail inquiries and phone calls
- Act as project manager to manage project process, communication, expectations, risk and issue resolution
- Foster and demonstrate effective relationship building in a collaborative environment including working across departments, with regional and state agencies to form partnerships

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

Minimum Qualifications:

- Four-year degree in Planning, Urban Studies, Geography, Landscape Architect, or related field
- Minimum of three years' experience in public sector position

- Fully capable in word processing, spreadsheet, Geographic Information System (GIS) and other computer software
- Knowledge of principles of city planning and urban design
- Knowledge of techniques of problem solving, research procedures, and public relations
- Valid MN State Driver's License

Desired Qualifications:

Formal training on project management or certify

Physical and Mental Requirements:

Work is performed in both office and field settings. Some of the employee's time is spent in field inspection associated with code enforcement and development cases. Sufficient mobility is necessary to navigate natural terrain and construction sites. Visual acuity sufficient to evaluate field conditions, plans and drawings is necessary. 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 duties of this job, the employee is required to sit, stand, walk, talk and hear, use hands to finger, handle, feel and operate objects, tools or controls. The employee must occasionally lift and/or move 40 pounds.

PLEASE APPLY BY **CLOSING DATE: 8/4/2021 at 4:00PM**

SEND COVER LETTER, RESUME, LAKE ELMO APPLICATION AND REFERENCES TO:

CITY OF LAKE ELMO

ATTN: Jake Dickson, Assistant City Administrator

3880 LAVERNE AVENUE NORTH, Suite 100 LAKE ELMO, MN 55042

PLEASE VISIT OUR WEBSITE AT **WWW.LAKEELMO.ORG** FOR ADDITIONAL INFORMATION/APPLICATION OR CONTACT US AT 651.747.3908

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER

City of Lake Elmo

Job Title: City Planner

Department: Planning

Status: Full-time regular position

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to Planning Director

Supervisory Duties: This position does not formally supervise, but provides work direction to the Permit Technician.

Position Details: Under limited supervision, this position is to complete professional planning and administrative work directing and coordinating the development of the City. This position serves as the City's principal planner and advises the Department in land use issues affecting redevelopment and economic development. This position is to be a resource to residents, developers, Planning Commission, City Council, Economic Development Authority and co-workers on land use and redevelopment matters. This position is responsible for coordinating housing redevelopment programs and serving as a resource for commercial redevelopment activities. This position performs under the general supervision of the Planning Director and is responsible, but not limited to the following duties:

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Position Requirements

Knowledge, Skills and Abilities:

- Demonstrates ability to prioritize tasks, solve problems and meet deadlines
- Interface with other City, County and State Government and other jurisdictions when required
- Participate in the formation, evaluation and analysis of departmental long range and strategic plans
- Prepare written reports and materials for presentations
- Assist in interpreting planning and zoning activities to commissions, boards, developer and the public
- Communicate clearly and concisely, both orally and in writing
- Prepare clear and concise reports

Education: four-year degree in Planning, Urban Studies, Geography, Landscape Architect, or related field

Requirements: Minimum of three years' experience in public sector position and experience in:

- Fully capable in word processing, spreadsheet, Geographic Information System (GIS) and other computer software
- Knowledge of principles of city planning and urban design
- Knowledge of techniques of problem solving, research procedures, and public relations
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***The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

Working Conditions: While performing duties of this job, the employee is required to sit, stand, walk, talk and hear, use hands to finger, handle, feel and operate objects, tools or controls. The employee must occasionally lift and/or move 40 pounds.

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies

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