



STAFF REPORT

DATE: 7/20/2021

ITEM #26

TO: Honorable Mayor and City Council

FROM: Jake Dickson, Assistant City Administrator

AGENDA ITEM: Authorize Posting of Planning Director Position

BACKGROUND:

Planning Director Ken Roberts submitted his resignation earlier this month and his last day will be August 20th.

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 Planning Director position?

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:

Planning Director wages are included in the 2021 budget.

OPTIONS:

- Advertise the Planning Director position as described.
- Advertise the Planning Director position with different terms.
- Do not advertise the Planning Director position.

RECOMMENDATION:

“Motion to authorize advertising the Planning Director position.”

ATTACHMENTS:

- Planning Director Job Posting
- Planning Director 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:

Planning Director

SALARY: \$84,177.60-\$109,408

OPENING DATE: 7/21/2021

CLOSING DATE: 8/4/2021

POSITION TITLE: Planning Director
DEPARTMENT: Planning
ACCOUNTABLE TO: City Administrator

Position Details/Essential Functions: This position is to strengthen the health and vitality of the City through managing planning, development review, redevelopment, building plan review, inspection, code enforcement, and housing. This position manages the direct operations of the Planning Department, meeting statutory requirements, while administering the City's Comprehensive Plan. Main functions include managing development review, enforcing city ordinances and policies, keep accurate details and records, provide clear communication and provide technical support to the City Council or Planning Commission through reports and presentations. This position is currently being evaluated for potential growth into a Community Development Director role, and serves under the general supervision of the City Administrator. This position is responsible, but not limited to the following duties:

Department Operations:

- 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
- Attends City staff meetings, City Council meetings and advisory boards.

Community Planning:

- Provide leadership and direction in the development of short and long-range plans related to growth management, land use, housing, transportation, park, trails, open space systems, public facilities or other issues to meet the City's needs and requirements of the intergovernmental agreements and or State legislation
- Formulate and administer the Comprehensive Plan
- Coordinate the comprehensive plan activities with the Metropolitan Council plan, state and county planning activities
- Develop and maintain Lake Elmo's economic development and redevelopment programs
- Supervise the evaluation of land use proposals for conformity to established plans and ordinances
- Identify strategic opportunities for the use of tax increment financing and other resources to attract and shape development within the City
- Prepares codes and ordinances, recommends amendments, fee structures, etc.
- Gather, interpret, and prepare data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Assist with designs for parks, streetscapes, landscapes and other municipal projects.

Intergovernmental Coordination:

- Monitor inter-governmental and legislative decisions affecting department operations and follow through with appropriate action
- Render technical advice to City officials and employees regarding community development, design standards, land use, and related aspects of physical, social and environmental planning

Development Review:

- Supervise the development review process for submittal of rezoning, subdivision, special use permit and site plan applications, through analysis of project proposals, preparation of staff reports and recommendations
- Interpret City codes and exercise judgement in applying requirements to cases which do not fit norms
- Deal with developers, design professionals, contractors, business people, citizens and property owners
- Handle controversial issues
- Insure the maintenance of accurate record keeping of departmental activities relating to licenses, permits, development projects and special studies
- Interpret and apply development regulations; identify gaps in the ordinance provisions and recommends ways to address these gaps; prepares ordinance revisions for consideration by City Council
- Work with the City Engineer to ensure that development projects are completed according to approved plans.

Code Enforcement:

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

Supervisory Responsibilities:

- Establishes and maintains policies and procedures for the Department

- Carries out supervisory duties in accordance with the City's policies and applicable laws
- Responsible for training, planning, assigning and directing work
- Responsible for evaluating performance, rewarding employees, disciplining employees
- Responsible for responding to grievances, addressing complaints and addressing problems of employees

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.

Position Requirements

Knowledge, Skills and Abilities:

- Extensive knowledge of community development programs and process, and the typical operations of a planning department
- 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
- 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
- Thorough knowledge of how to formulate, implement, and apply comprehensive plans and special studies related to community development issues
- Thorough knowledge of how to develop, interpret, and apply development regulations, and to conduct code enforcement activities
- Ability to handle stressful situations and effectively deal with difficult or angry people
- Familiarity with the Community Development Block Grant program and other federal and state housing programs
- Familiarity of GIS system and how to utilize them in the operation of a planning department
- Ability to analyze situations and information, formulate alternatives, and use sound judgement in drawing conclusions and making decisions

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

Requirements: Minimum of five years' experience in public sector position and at least four years of supervisory experience. This position should also include 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
- Valid MN State Driver's License

Desired Qualifications:

- Master's Degree in Urban Planning, Landscape Architect, Geography or closely related field

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.

***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
- Demonstrate 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.*

PLEASE APPLY BY **CLOSING DATE: 8/4/2021**

SEND COVER LETTER, RESUME, LAKE ELMO APPLICATION 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: Planning Director

Department: Planning

Status: Full-time regular position

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to City Administrator

Supervisory Duties: This position exercises supervision over all Planning Department staff.

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