



## STAFF REPORT

DATE: August 15, 2023

### **CONSENT**

**AGENDA ITEM:** Approve Job Title Change and Authorize Advertising for Planning Assistant  
**SUBMITTED BY:** Karissa Goers, Administrative Services Director

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#### **BACKGROUND:**

The City posted the Code Enforcement Officer position in February 2023 and did not find a qualified candidate. We posted and hired an intern who worked over the summer and now that he has terminated, we would like to fill another position.

#### **ISSUE BEFORE COUNCIL:**

Should the Council approve the job title change from Code Enforcement Officer to Planning Assistant and authorize advertising for the Planning Assistant position?

#### **PROPOSAL DETAILS/ANALYSIS:**

We have not changed the job description of the Code Enforcement Officer but have updated the title to Planning Assistant in anticipation that this would lead to more candidates with the qualifications and experience needed for the job. In the previous Code Enforcement Officer posting, a lot of candidates had police experience which is not useful in planning.

#### **FISCAL IMPACT:**

The anticipated hiring rate is \$23.46-27.20/hour which is within the range of the budget for 2023. Once an offer is made and accepted staff will provide a more detailed cost estimate.

#### **OPTIONS:**

1. Approve the job title change and authorize the posting for Planning Assistant.
2. Amend and then approve one or both the job title or posting for Planning Assistant.
3. Do not advertise for Planning Assistant.

#### **RECOMMENDATION:**

If removed from the consent agenda:

*“Motion to approve the job title from Code Enforcement Officer to Planning Assistant and authorize advertising the position.”*

#### **ATTACHMENTS:**

- Planning Assistant Job Description
- Planning Assistant Posting

# City of Lake Elmo

## Planning Assistant

**Job Title:** Planning Assistant

**Department:** Community Development

**Status:** Full-time regular position

**Benefits:** Qualifies for full-time benefits

**Reporting Relationship:** Reports to Community Development Director

**Supervisory Duties:** This position has no supervisory responsibilities.

**Position Details:** Under limited supervision, this position performs intermediate work interpreting and enforcing municipal and zoning codes. This position responds to concerns and complaints regarding property maintenance, nuisances, junk/debris, vehicles, zoning, encroachment, etc. This position performs under the general supervision of the Community Development Director.

### **Essential Duties and Responsibilities:**

#### **Code Enforcement:**

- Perform property investigations and inspections of possible municipal and zoning code violations.
- Maintain accurate records of inspections, follow-up actions, and compliance, and maintains a database for tracking code enforcement cases.
- Prepare a variety of correspondence and mailings regarding planning and zoning issues.
- Respond to inquiries and complaints regarding municipal code, zoning code, property maintenance, and related matters.
- Develop and maintain accurate code violation cases for public hearings and court proceedings, appearing at hearings as necessary, and coordinating with City prosecutor when appropriate.
- Coordinates with Washington County Sheriff's Office on inspections and code enforcement cases.

#### **Planning and Building:**

- Assist in zoning administration duties including reviewing building site plans, fence, pools, impervious surface requirements, setbacks, signs, etc.
- Serve as backup to Permit Technician and assist in scheduling, permitting and building inspection administration.
- Assist in the review and administration of applications.
- Respond to inquiries and concerns regarding the City's planning and zoning operations and applicable codes in-person or via phone and email.
- Assist in the review of building site plans and zoning permits and requirements for compliance.

#### **Administrative Duties:**

- Provides information and education to interested parties regarding code requirements, options and remedies.
- Keeps current with information on property maintenance and code compliance inspection practices.
- Interprets and applies City enforcement policies and ordinances as approved by the City Council.

- Identifies changes and relevant potential amendments to municipal code.
- Contributes to reviewing, developing, and modifying code compliance strategies, policies, and procedures.
- Participate in the formation of departmental long range and strategic plans.

#### **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.

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:***

- Demonstrates ability to prioritize tasks, solve problems and meet deadlines.
- Interface with other City, County and State Government entities and other jurisdictions when required.
- Excellent customer service and problem-solving skills.
- Knowledge of or ability to learn city ordinances, policies, and procedures related to code enforcement, planning, zoning and development regulations.
- Knowledge of or ability to learn principles and practices of land use and city planning.
- Ability to maintain composure under pressure, as well as in difficult or tense situations.
- Ability to learn to use a variety of software applications applicable to land use planning.
- Ability to read, analyze and clearly interpret professional publications, technical manuals, and land use planning and zoning regulations to communicate these to nonexperts in understandable terms.
- Ability to manage multiple tasks and meet deadlines.
- Prepare clear and concise written reports and materials for presentations.
- Assist in interpreting planning and zoning activities to commissions, boards, developers and the public.
- Communicate clearly and concisely, both orally and in writing.

***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. This is light work

requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.

**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 20 pounds. Work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions.

*\*\*The physical demands described here are representative of 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.*

**Minimum Qualifications:**

**Education:** High School Diploma/GED

**Requirements:**

- Capability in word processing, and other applicable computer software
- Able to use GIS mapping software.
- Capability in creating and using spreadsheets to collect, track, and analyze information.
- Knowledge of basic land use principles
- Ability to interpret rules, procedures, and/or laws
- Experience working with the public
- Demonstrable experience with problem solving and research
- Valid Driver's License

**Preferred Qualifications:**

- Minimal work experience or formal training in code enforcement, municipal codes and/or zoning codes.
- Demonstrable experience applying regulations and achieving compliance
- Experience working with the public in the public sector
- Fully capable in GIS mapping software
- American Association of Code Enforcement Certification

**Employee Acknowledgement**

I have read and understand the job requirements, essential functions, working conditions, responsibilities, and expectations set forth in the job description provided. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

Employee Signature

Date

Employee Name: \_\_\_\_\_

*\*\*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.*

*Revised – August 2023*



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.

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Accepting Applications for the Position of:

**PLANNING ASSISTANT**

**ANTICIPATED HIRING PAY RANGE: \$23.46-27.20/hour**

**OPENING DATE:** 8/18/23

**CLOSING DATE:** Open until filled, with first review of applications taking place 9/15/2023

**POSITION TITLE:** Planning Assistant

**DEPARTMENT:** Community Development

**ACCOUNTABLE TO:** Community Development Director

**FLSA STATUS:** Non-exempt

**Position Details:** Under limited supervision, this position performs intermediate work interpreting and enforcing municipal and zoning codes. This position responds to concerns and complaints regarding property maintenance, nuisances, junk/debris, vehicles, zoning, encroachment, etc. This position performs under the general supervision of the Community Development Director.

**Essential Duties and Responsibilities:**

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OPEN UNTIL FILLED WITH FIRST REVIEW OF APPLICATIONS TAKING PLACE 09/01/2023

**SEND COMPLETED APPLICATION TO:**

CITY OF LAKE ELMO

ATTN: KARISSA GOERS, ADMINISTRATIVE SERVICES DIRECTOR

3880 LAVERNE AVENUE NORTH, LAKE ELMO, MN 55042

OR **KGOERS@LAKEELMO.ORG**

A CITY EMPLOYMENT APPLICATION CAN BE FOUND AT [WWW.LAKEELMO.ORG](http://WWW.LAKEELMO.ORG)

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER