

PERSONNEL COMMITTEE

12-0105R

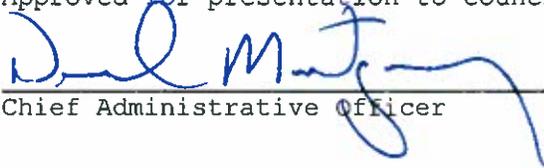
RESOLUTION APPROVING JOB SPECIFICATIONS FOR THE APPOINTED DEPARTMENT HEAD POSITION OF DIRECTOR PLANNING AND CONSTRUCTION SERVICES AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the job specifications for the appointed department head position of director, planning and construction services, which is filed with the city clerk as Public Document No. _____, is approved; that said appointed position shall be subject to the city's collective bargaining agreement with its supervisory unit employees; and that the pay range for said appointed position shall be Ranges 1135-1170.

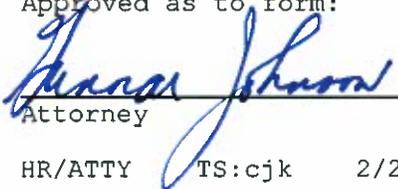
FURTHER RESOLVED, the proper city officials are authorized to execute and implement an agreement with the supervisory association to provide for employing a unit member consistent with this resolution.

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR/ATTY TS:cjk 2/23/2012

STATEMENT OF PURPOSE: The Director of Planning and Construction Services shall oversee the management and operations of the city's planning and construction permitting and inspection activities. This department was created during the restructuring of the city's organization in 2009 but was left vacant. With the resignation of the Manager, Physical Planning, it is critical to fill this position at this time. In accordance with Article 8 of the supervisory association collective bargaining agreement, the pay range for appointed director positions is Ranges 1135-1170, \$6155 to \$9322 per month.

***DIRECTOR, PLANNING AND CONSTRUCTION SERVICES

SUMMARY/PURPOSE:

The Director of Planning and Construction Services oversees the management and operations of the City's planning and construction permitting and inspection activities; and provides guidance for the department to ensure projects move effectively and efficiently through the development process. The Director provides leadership for developing and carrying out the strategic vision and direction for the City as described in the comprehensive land use plan in order to foster healthy and sustainable economic development in the City.

Work is performed under the administrative direction of the Chief Administrative Officer with considerable latitude for independent judgment and initiative.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (Other duties may be assigned):

1. Oversee the recruitment, selection, training and evaluation of department personnel.
2. Manage and direct the personnel and programs of Planning, Building Inspection, Code Enforcement and Compliance, and Permitting/Licensing.
3. Direct, develop, plan, and implement long and short term departmental goals and objectives; recommend and administer policies and procedures.
4. Prepare and administer the Planning and Construction Services operation budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; administer approved budget; implement mid-year adjustments.
5. Confer with developers, other City, County and State agencies and the community to coordinate planning, zoning and development matters and to serve as liaison to the community to interpret the objectives of the City's planning activities and to answer citizens' inquiries, requests, and complaints.
6. Serve as a technical advisor to the Planning Commission, City Council, Chief Administrative Office and other City Departments and civic groups on planning, zoning enforcement building inspections, housing programs and related matters.
7. Direct the preparation of agenda items for the City Council, Planning Commission and other committees, commissions and boards involved in land use, development and general planning activities. Oversee the development, implementation and adoption of amendments and additions to the City Code of Ordinances as they relate to planning and permitting issues.
8. Represent the Department and City Planning Commission at City Council meetings, legislative hearings, and public or community meetings on issues relating to planning, permitting and development in the city.
9. Monitor developments related to planning, building, land use economic development, grant and bond programs, code enforcement and redevelopment; evaluate their impact upon City operations and recommend policy and procedural modifications.
10. Ensure compliance with City and Department policy and union bargaining agreements.

Education and Experience requirements:

- A. Graduation from an accredited college or university with a degree in Management, Business Administration, Urban Studies, Urban & Regional Planning, Civil Engineering, Economic Development or closely related field; and
- B. Seven (7) to ten (10) years of progressively knowledgeable and responsible professional experience in planning, business/economic development, business or organizational management, the majority of which shall have been acquired in a

managerial capacity; or an equivalent combination of education, experience, and training considered by Human Resources to be equivalent.

License Requirements:

- A. Possession of a valid Minnesota Driver's License or equivalent.

Knowledge Requirements:

- A. Comprehensive knowledge of the advanced theory principles, practices, and techniques of urban planning, zoning, and business and economic development.
- B. Considerable knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning and development topics.
- C. General knowledge of the principles and practices underlying building and zoning codes.
- D. Considerable knowledge of principles and practices of organization, administration and personnel management including training and performance evaluation.
- E. Considerable knowledge of the methods and techniques of research and analysis.
- F. Considerable knowledge of the principles of budgeting and finance.
- G. Knowledge of real estate terminology, laws, practices, principles, and regulations.
- H. Knowledge of computer applications including Microsoft Office, Internet applications and GIS.

Skill and Ability Requirements:

- A. Proven management skills and ability to manage day-to-day operations.
- B. Strong customer service initiative coupled with solid interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers.
- C. Strong written and oral communication skills. Ability to present technical information to government entities and various committees in a clear, understandable manner.
- D. Ability to mediate differences, reach appropriate decisions and drive processes and projects forward
- E. Strong organizational skills.
- F. Ability to understand and manage high-profile, sensitive or controversial political situations.
- G. Strong problem-solving and negotiation skills.
- H. Ability to exercise sound and independent judgment within general policy guidelines.

Physical Abilities Requirements:

- A. Ability to work independently to complete assignments from minimal information and general instructions
- B. Ability to sit or stand for extended periods of time.
- C. Fine dexterity of hands and fingers to operate a computer keyboard, calculator and other office equipment;
- D. Ability to occasionally bend, stoop and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies, etc.
- E. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.
- F. Ability to hear and speak sufficiently to exchange information in person and by telephone.
- G. Ability to see to read, prepare, and proofread documents for accuracy;
- H. Ability to transport oneself to, from, and around sites of public meetings, programs, and projects.
- I. Ability to attend work on a regular basis.