

CITY OF EAST GULL LAKE
**PLANNING & ZONING ADMINISTRATOR/
DEPUTY CLERK**
Position Description

Definition:

The Planning & Zoning Administrator/Deputy Clerk works under the City Administrator to execute planning and zoning services for the City and provide assistance in the management of City operations and governmental tasks.

Class Characteristics/General Statement of Duties:

The Planning & Zoning Administrator/Deputy Clerk will primarily focus on providing planning, zoning, and development activities for the City. This position directs and regulates development, redevelopment, housing, and business activities and may also perform marketing and community engagement activities for the City. The Planning & Zoning Administrator/Deputy Clerk will interpret, administer and enforce City Code and Land-Use, Zoning and Subdivision Ordinance as well as administer and maintain the City's Comprehensive Plan and other relevant policies, forms and documents. These responsibilities involve considerable public contact with landowners, developers, business owners, and real estate brokers, to assist with planning and zoning questions, guidance, and enforcement as well as address concerns of the general public. Other primary responsibilities may include administering elections and clerical tasks.

FLSA Status:

Non-exempt

ESSENTIAL FUNCTIONS

Examples of Key Duties:

(Duties are illustrative and not inclusive and may vary with individual assignments.)

- ***Serves as planning & zoning administrator:*** oversees and implements short and long-range planning; interprets, administers, updates and enforces City ordinance, code, policy and zoning maps; conducts site visits and compliance checks; oversees administration and maintenance of the Comprehensive Plan; attends and coordinates Planning Commission meetings as required; creates, maintains and updates forms and policies.
- ***Provides community development services:*** collaborates and builds relationships with potential developers, business owners and contractors regarding development or re-development in the City; reviews and recommends code/ordinance enforcement changes and fee adjustments; and reviews and recommends changes in zoning and property maintenance codes/ordinances.
- ***Develops and monitors city code/ordinance, policies and procedures:*** ensures compliance with local, county, state and federal laws; sets goals and strategies and creates a positive organizational climate; serves as the City's Data Privacy Officer and oversees data privacy practices to ensure private and public data is correctly handled; manages nuisance complaints and City code/ordinance violations.
- ***Provides project coordination:*** assists with project coordination of various City initiatives.
- ***Provides economic development services for new and existing businesses:*** serves as key point of contact for prospective businesses and businesses seeking to expand within the city; assists businesses in understanding and meeting requirements of applicable City Codes, Ordinances and Covenants; provides information and guidance about economic development assistance and incentive programs if applicable; and identifies funding opportunities for economic development projects when applicable.
- ***Serves as marketing director:*** maintains city website and social media accounts; creates and updates newsletter, brochures and other marketing materials; develops outreach opportunities.

- **Serves as deputy clerk:** coordinates election process; ensures public notices and announcements are prepared and published; maintains City Code/Ordinance, City Policies, City Council, and Planning Commission documents; provides clerical and logistical support for Planning Commission and City Council meetings; participates in the preparation of agendas and meeting packets; attends, records, and takes minutes of City Council and Planning Commission meetings as directed by City Administrator.
- **Serves as elections administrator:** oversees City elections; works with Cass County to assist with training election judges, manages absentee voting activities, administers functions related to local, state and federal elections that include testing voting equipment, managing inventorying of voting equipment, responding to inquiries regarding elections, maintaining required data/information, and ensuring elections are in accordance with the State and Minnesota and Federal Government.
- **Provides customer service:** answers and responds to incoming telephone calls, in person inquiries, and emails; handles requests for public information; investigates and responds to citizen questions and complaints; schedules rental facilities when applicable; and serves as notary public for City and as a public service.
- Performs other duties of a similar level or nature.

Other duties as assigned:

- **Budgeting, finance, and bookkeeping:** Assists with budgeting, finance, bookkeeping, audit, assessments, records retention, and other administrative tasks as directed by the City Administrator. These tasks may also include payroll, billing, and accounts payable.
- **Seeks and obtains funding:** Seeks and obtains funding sources such as grants, allocations, and financing; writes grants per the direction of the City Administrator.
- **Personnel management:** Assists with personnel management such as ensuring continuous compliance with City, state, and federal policies; maintains personnel records as directed; assists and/or conducts employee performance evaluations, disciplinary actions, etc. as appropriate.
- **Airport management:** Manage agreements, policy and ordinance as well as coordinate the development, maintenance, funding and finances of the municipal airport.
- **Compliance:** Complete tasks related to short-term rental, SSTS and other City initiatives.
- **Supervision of others:** May provide on-site direction to employees or contracted personnel.
- Performs other duties of a similar level or nature.

MINIMUM REQUIREMENTS

Qualifications:

Education and Experience:

A bachelor’s degree in public administration, local and urban affairs or a related field is preferred. Previous planning and zoning and/or clerical experience is preferred. Or an equivalent combination of education and experience.

Licenses:

Possession and maintenance of a valid Minnesota driver’s license and a satisfactory driving record.

At the option of the City, person hired into this position may be required to possess at entry or obtain within specified computer training. Additional requirements include, but are not limited to:

- Web Browsing
- Adobe PDF Viewer
- Microsoft Office Products including email, Teams, Word, Excel, etc.
- Civics/Cassell Software or other software as utilized by the City

Conditions of Employment:

Must comply with organizational and department policies.

Physical Requirements and Working Conditions:

Positions in this job typically require continuous sitting, frequent walking including navigating project and construction sites with uneven terrain, exposure to outdoor elements, occasional standing, intermittent bending or stooping, kneeling or squatting and working with arms above shoulders. This type of work entails occasional considerable mental effort and stress with 45-90% of the time of a typical workweek spent working with moderate/high detail and ability to meet moderate/tight deadlines. This position encounters scheduled and unexpected prolonged workdays, stress and pressure from dealing with emotional issues and conflicts. Working hours will include some nights and weekends as required for City meetings, elections, and other City business. There is also sustained exposure to computer keyboards, video screens and environmental elements. This position is generally light-duty and may require the exertion of up to 25 pounds of force intermittently and the ability to lift, carry, push, pull and move objects.

Knowledge:

- The position will have knowledge of; Minnesota statutes, local ordinances and caselaw relating to department activities; ability to develop and implement goals and objectives.
- Ability to effectively communicate and have strong positive public relations skills.
- Knowledge of municipal operations including city policies, procedures, ordinances, codes, state and federal laws and statutes.
- Ability to analyze complex information and communicate it clearly and concisely to a wide variety of audiences; and the ability to actively market community development and economic development opportunities in order to attract, retain, and grow business/industry.
- Considerable knowledge of business, traditional and innovative development tools, public and private funding sources and financial assistance package requirements and analysis.
- Thorough ability to analyze and research difficult and complex problems and make effective solution-orientated recommendations and policy.
- Considerable ability to operate a telephone, computer, calculator, office equipment, software, technological equipment, field equipment, etc.
- Considerable ability to supervise subordinate personnel in a manner conducive to full performance and high morale when applicable.
- Considerable knowledge of the principles and standard practices in the field of personnel administration, labor relations, budgeting and purchasing when applicable.
- Considerable ability to read, assemble, organize and present, in oral or written form, statistical, financial and factual information derived from a variety of original and secondary sources.
- Considerable ability to work long hours and perform under highly stressful conditions in a quick, efficient and professional manner.

Skills:

- Ability to engender trust of diverse audiences.
- Perform tasks at a high level of detail.
- Significant problem-solving skills.
- Strong interpersonal and public service skills.
- Be a team player with the ability to collaborate and implement effective customer service and maintain a positive and effective working relationship with Council, commissions, businesses, designers, contractors, residents and staff.
- Ability to analyze complex information and communicate it clearly and concisely to a wide variety of audiences.
- Ability to actively market community development and economic development opportunities in order to attract, retain, and grow business/industry.
- Ability to manage multiple projects and meet deadlines working in a fast-paced environment.
- Ability to manage internal and external relationships with residents, contractors, developers, engineers and planning staff via in-person, phone or e-mail on a regular basis.
- Ability to manage conflict in an effective, professional manner.

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

The City of East Gull Lake is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.