

**CITY OF DEEPHAVEN
JOB DESCRIPTION**

Position Title: Zoning Coordinator

Department: Administration

Supervisor: City Administrator

Status: Full Time Hourly

PRIMARY OBJECTIVE OF POSITION

This position will provide the following services to the cities of Deephaven, Greenwood and Woodland:

- 1) Ensure the practical application of the zoning, subdivision, shoreland, wetland, nuisance and sign ordinances.

ESSENTIAL JOB FUNCTIONS

Work is performed in an office environment and at work or construction sites, which may be indoors or outdoors. It requires the ability to transport oneself to a variety of locations outside of City Hall and climb stairs without assistance, especially at construction sites. Requires the ability to use independent judgment and interpret codes and ordinances. Requires the ability to compose original correspondence, evaluate technical information, evaluate site plans and surveys, prepare and deliver presentations, facilitate group discussions, advise people and communicate so as to be understood by the general public.

MAJOR AREAS OF ACCOUNTABILITY

Planning & Zoning Administration:

- Assist persons to comply with the zoning ordinances, special use permits, variances, wetland development regulations, shoreland management regulations and subdivision regulations.
- Review permit applications and conduct plan reviews
- Investigate inquiries regarding ordinance requirements
- Interpret and explain zoning ordinances
- Review all building & site plans to determine compliance with the Zoning Code
- Research complaints of violations and enforce zoning related issues
- Issue written reports and orders as necessary
- Maintain complete and accurate records
- Develop written policies on ordinance interpretation
- Present reports to Planning Commissions and City Councils as necessary

- Attend monthly Deephaven & Greenwood Planning Commission meetings and monthly Deephaven, Greenwood & Woodland City Council meetings as needed.
- Meet with property owners, contractors, residents and other interested parties to explain requirements, investigate complaints and determine appropriate action for issue resolution
- Investigate and enforce nuisance complaints and issue orders or citations as necessary.
- Review sign permit application, issue permits and conduct inspections, ensure compliance with sign ordinances.
- Coordinate activities with Public Works Department, Police Department, and other staff as needed
- Keep staff, Planning Commissions and City Councils informed on problems and issues related to this position.
- Recommend ordinance, fee and policy changes as necessary.
- Maintains and drafts resolutions, ordinances and Council minutes.
- Publishes notices of meetings and hearings in accordance with legal requirements.
- Provides personal and telephone assistance during normal business hours for the citizens of Deephaven, Greenwood and Woodland.
- Keeps and updates applications for permits and licenses to be issued, including applications for building permits and provide routine clerical assistance to individuals in completing such applications.
- Assists in the administration of local, state and federal elections.
- Performs any additional duties, tasks, responsibilities or correspondence as authorized by the City Administrator.
- Provides assistance for phones and in-person requests for information, greeting and assisting citizens, and responding to a variety of requests and complaints.
- Assists with other office duties and assists with backup duties for the public works secretary as needed or required.
- Works with the Woodland City Clerk and the City of Greenwood on planning and zoning applications that occur in those cities.
- Perform other duties as apparent or assigned.
- Assist the Greenwood Mayor in printing the Greenwood Council packets.
- Develops and administers administrative policies, resolutions and ordinances
- Maintains all records as recommended by the Record Retention Program provided by the Minnesota Department of Administration.

KNOWLEDGE, SKILLS AND ABILITY

- Ensure that inspection records and daily activity reports up to date and available for review.
- Cultivate a thorough knowledge of the ordinances and codes and state statutes on matters that relate to this position.
- Satisfactorily accomplish job responsibilities with a minimum of supervision.
- Maintain credibility with residents, businesses, Planning Commissions, City Councils and staff.
- Research conditions thoroughly before taking action.
- Understand all options to effect compliance and choose one that is effective and acceptable.
- Maintain a consistent enforcement program.
- Promptly handle complaints and requests.
- Working knowledge of Deephaven, Greenwood, and Woodland city services, operations and procedures.
- Working knowledge of election procedures and requirements.
- Considerable skill in writing minutes, newsletters, council memorandums, letters, emails, resolutions and ordinances.
- Considerable ability to research records, review applications and documents to determine whether documents are met.
- Considerable ability to prioritize work and solve problems.
- Considerable ability to perform mathematical calculations and maintain accurate records.
- Considerable ability to make decisions in accordance with established policies and procedures.
- Considerable ability to communicate effectively both orally and in writing with contractors, property owners, elected officials, city staff and the general public.
- Considerable ability to hear and speak when conversing in person or by phone.
- Considerable ability to read and understand reports, correspondence, computer screens and other documents.
- Considerable ability to follow oral and written instructions and to work independently.
- Considerable ability to regularly sit and occasionally stand for long periods of time.
- Considerable ability to prepare and proofread correspondence, resolutions, ordinances and reports.
- Considerable ability to research and analyze data and determine alternatives and make recommendations.
- Considerable ability to work evenings from approximately 7:00 p.m. to 10:00 p.m. per month to attend and present reports for the Deephaven City Council (1st Tuesday), the Greenwood City Council (1st Wednesday), the Woodland City Council (2nd Monday), the Deephaven Planning Commission (3rd Tuesday), and the Greenwood Planning Commission (3rd Wednesday).

PERFORMANCE REQUIREMENTS

To perform the job successfully, an individual must be personable to city officials, staff and the public; demonstrate respect and effectively communicate with the public and employees; prioritize work assignments; capably perform all essential job functions; and work as a team member in providing the citizens of Deephaven, Greenwood and Woodland with exceptional service.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in city planning or similar field and two years of relevant experience. Possession of a valid Minnesota Class B vehicle license. Desired qualifications would be a Masters degree in city planning or similar field and one year of relevant experience.

SALARY & BENEFITS

- The salary range for this position is \$27.15 – \$35.73; the starting salary depends on qualifications.
- Full-time, 40 hours per week position, with any work in excess of 40 hours per week eligible for compensatory time off.
- Full health insurance, vacation and sick leave benefits.

JOB APPLICATION PROCESS

If you would be interested in this position, please submit a resume no later than Friday, April 3, 2015 to DanaYoung@mchsi.com or mail it to:

Dana H. Young
City Administrator
20225 Cottagewood Road
Deephaven, MN 55331