

1. 2. Review New/Revised Job Descriptions

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## General Affairs Committee Memorandum

**TO:** General Affairs Committee  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** Kevin Bushard, Human Resources Manager  
**MEETING DATE:** April 2, 2019  
**SUBJECT:** Review New/Revised Job Descriptions

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### **Discussion:**

Staff would like to discuss revising some job descriptions and adding a new position.

At the Technology Committee meeting held on March 19, 2019 Staff discussed the current IT needs that included the termination of the City's managed service provider and adding the position of IT Technician. At this meeting, Staff also discussed the changing of the MIS Coordinator title to IT Coordinator to make it more modern and add the reporting responsibility of the IT Technician. These job descriptions are included for your review and to make any revisions as needed.

Staff would like to discuss the change of reporting relationship of the Planning Coordinator to go from the Community and Economic Development Director to the City Planner. As many of the tasks and responsibilities of the Planning Coordinator fall under direction of the City Planner, Staff feels it would make sense for this position to report to the City Planner. These job descriptions are included for your review and to make revisions as needed.

### **Attachments:**

- IT Technician Job Description
- IT Coordinator Job Description
- Planning Coordinator
- City Planner

## **CITY OF FARIBAULT POSITION DESCRIPTION**

**Position Title:** IT Technician  
**Department:** Administration  
**Reports To:** IT Coordinator  
**Date:** April 2, 2019

### **PRIMARY OBJECTIVE OF POSITION**

This position is responsible for technical support work involving the development and maintenance of computerized information systems and related City employees help desk technical support as assigned. Execute defined processes to ensure high level of system availability and integrity.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist with end user support for a variety of applications including but not limited to Windows operating systems and Microsoft Office.
- Assist with maintaining and troubleshooting operating systems, application software, system management tools, networking, PC, telephone, mobile devices, printer/copier, cameras and server related issues.
- Provide technical analysis of systems/applications under the guidance of the IT Coordinator and vendors.
- Assist with planning and projects related to IT infrastructure.
- Provide technical assistance with daily requests such as adding/deleting users, maintaining email groups, and other miscellaneous IT requests.
- Take calls and emails from end users that need assistance throughout the day to troubleshoot help desk ticket issues.
- Assist in developing and maintaining security administration guidelines and draft documentation for security-related processes and projects.
- Assists with formal and informal training and/or education of employees.
- Performs other duties related to the position as required.

### **PERIPHERAL DUTIES**

Attend seminars and workshops related to IT duties and responsibilities.

### **MINIMUM QUALIFICATIONS**

Education and Experience:

Two years progressively responsible experience in a technical support position involving the development and maintenance of computerized information systems, supplemented by classes and coursework in computer science, information technology or related field; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work at hand.

A valid state driver's license.

## **DESIRED QUALIFICATIONS**

Associates or Technical (2 year) degree in computer science, information technology or related field.

Experience with LAN and WAN technologies, Windows Active Directory, backup solutions, file system permission management and DNS.

## **Necessary Knowledge, Skills and Abilities**

Knowledge of computer technology and terminology

Ability to communicate effectively, both orally and in writing

Ability to learn new information systems quickly and efficiently

Ability to lift and move up to 30 pounds on occasion

Ability to operate a computer system

## **SUPERVISION RECEIVED**

Works under the general supervision of the IT Coordinator

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, and database software; mainframe computer terminal; 10 key calculator; phone; copy machine; fax machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, talk, hear, read, use hands to finger, handle, feels or operate objects, tools or controls; and reach with hands or arms. Be able to occasionally climb ladder and perform work at various heights. The employee is occasionally required to walk and drive a car.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the environment is usually quiet to moderate.

**OTHER**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

## **CITY OF FARIBAULT POSITION DESCRIPTION**

**Position Title:** IT Coordinator  
**Department:** Administration  
**Reports to:** City Administrator  
**Date:** April 2, 2019

### **PRIMARY OBJECTIVE OF POSITION**

This position is responsible for technical and administrative work involving the maintenance, upgrade and support of information systems for the City. The Coordinator is responsible for the development and operation of effective, integrated information systems and IT functions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists end users in the use of information systems.
- Installs and configures hardware and software on computer systems.
- Performs computer hardware repairs and upgrades.
- Establishes and maintains equipment, records and files related to department activities and functions.
- Plans, implements and performs network administration.
- Configures, installs and repairs server and pc hardware.
- Maintains and manages electronic equipment including printers, copiers, security cameras, telephones, cell phones and other equipment as needed.
- Troubleshoots information systems both onsite and over the phone.
- Assists with the administration and maintenance of the City's web page.
- Assists with the maintenance of the City's wide area network.
- Ensures security of data, network access and backup systems.
- Performs other duties related to the position as required.

### **PERIPHERAL DUTIES**

Attend seminars and workshops related to MIS duties and responsibilities.

### **MINIMUM QUALIFICATIONS**

Education and Experience:

Associate Degree (2 year) in Information Technology/computer technology/MIS or equivalent.

One year experience in the operation of computer systems.

A valid state driver's license.

### **DESIRED QUALIFICATIONS**

Bachelor's degree in information technology, or a related field and considerable experience managing IT systems.

Certified NT Administrator

GIS Experience

One year experience with NT network operating systems  
One year experience with Windows operating systems  
One year experience using the following software programs: Microsoft Word, Excel, Access, PowerPoint, Outlook, and LaserFische

**Necessary Knowledge, Skills and Abilities**

Knowledge of computer technology and terminology  
Ability to communicate effectively, both orally and in writing  
Ability to learn new information systems quickly and efficiently  
Ability to lift and move up to 30 pounds on occasion  
Ability to operate a computer system

**SUPERVISION RECEIVED**

Works under the general supervision of the City Administrator

**SUPERVISION EXERCISED**

Supervises the IT Technician

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, and database software; mainframe computer terminal; 10 key calculator; phone; copy machine; fax machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, talk, hear, read, use hands to finger, handle, feels or operate objects, tools or controls; and reach with hands or arms. Be able to occasionally climb ladder and perform work at various heights. The employee is occasionally required to walk and drive a car.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the environment is usually quiet to moderate.

**OTHER**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

**CITY OF FARIBAULT  
POSITION DESCRIPTION**

**Position Title:** Planning Coordinator  
**Department:** Community and Economic Development  
**Reports To:** City Planner  
**FLSA Status:** Exempt  
**Date:** April 2, 2019

**PRIMARY OBJECTIVE OF POSITION**

Manage planning and zoning activities for the City in the areas of city planning, zoning administration, comprehensive land use planning, zoning subdivision and ordinance enforcement and plan implementation, and residential/commercial/industrial project development. Prepare reports, recommendations and research as necessary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for review and evaluation of proposed development plans, subdivisions, zoning variances, conditional use permits, planned unit developments.

- Administer applications in compliance with applicable regulations, policies and directives.
- Primary liaison to the Planning Commission administering matters such as agendas and minutes of Commission meetings to assure that they are prepared in an accurate and timely manner.
- Coordinate with other departments and prepare memoranda, staff reports and resolutions relating to planning and zoning applications and special studies for presentation to the City Council, Planning Commission and the general public.
- Facilitate the Development Review Committee meetings and work with other City departments on a variety of planning and development related topics and projects.
- Assist the public by telephone, in writing, and in person, providing technical information and assistance regarding planning issues, zoning case information, land use regulations and City codes.

Conduct specialized studies related to community development, city planning and zoning as assigned.

- Perform City, airport and park planning, including developing and administering city, airport and park comprehensive master plan, and conduct research for City, airport, and park planning.
- Prepare reports, as requested, on various aspects of City planning, or developments within the City for presentation such as Capital Improvements Program, Comprehensive Plan, Growth Management Plan, Land Use Studies, etc.
- Coordinates, develops, implements community development projects, including meeting with businesses, drafting incentive proposals, assembling and maintaining available property inventories and seeking out new funding sources.

Monitor professional innovation, planning trends, demographic trends, and applicable legislation.

- Provide and obtain planning advice for the City.

Coordinate Zoning Administration activities and functions.

- Coordinate the processing and enforcement of zoning code and/or general code violations through customer complaint response.
- Enforce and apply the Zoning and Sign Ordinances, research and update the Zoning and Sign Ordinance as necessary, prepare and present code amendments to the Planning Commission.
- Assist in processing permit applications. Meet with applicants to identify specific permit requirements, provide applicants with appropriate information, materials and deadlines.
- Process applications in accordance with state and local regulations.

Coordinate GIS programs and plans in association with the Engineering Department.

- Design, compose and edit material, both graphic and written using the standard variety of market software packages.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

Education and Experience:

- Graduation from a College or University with a Bachelor's Degree in Urban Planning, Urban Affairs, Community Development, Public Administration or a related field; and
- Five (5) years related full time professional experience; or
- Any equivalent combination of education and experience.

- Possession of a Minnesota drivers license or ability of obtain one prior to employment.
- Certified Minnesota Planner

### **DESIRABLE QUALIFICATIONS**

#### Necessary Knowledge, Skills and Abilities

- Knowledge of land use regulations, development plan review and approval processes, subdivision and platting regulations and ordinances.
- Demonstrated ability in reviewing and interpreting subdivision plats, development proposals and site plans.
- Demonstrated skills and abilities in verbal, graphic and written communications.
- Knowledge of an automated office environment, including applicable computer software, such as the Microsoft Office suite of programs.
- Knowledge of GIS software.

### **SUPERVISION RECEIVED/EXERCISED**

This position receives supervision from the City Planner and has no direct supervision of employees.

### **TOOLS AND EQUIPMENT USED**

Desktop and laptop computers including word processing, spreadsheet and database software, GIS software, calculator, telephone, copy machine, fax machine, printers and scanners.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

The physical demands of the position are consistent with duties found in a standard office environment and may also occasionally require the employee to drive a car. The employee must also be capable of occasionally lifting and/or moving up to at least ten (10) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The majority of the work is performed within an office setting. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions. The noise level in the environment is usually quiet.

**OTHER**

The City of Faribault does not discriminate on the basis of race, color, natural origin, sex, religion, age, and handicap status in the employment or the provision of services.

This document does not constitute an employment agreement, implied or otherwise, other than "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.

## **CITY OF FARIBAULT POSITION DESCRIPTION**

**Position Title:** City Planner  
**Department:** Community and Economic Development  
**Reports To:** Community and Economic Development Director  
**Date:** April 2, 2019

### **PRIMARY OBJECTIVE OF POSITION**

Manage planning and zoning activities for the City in the areas of city planning, zoning administration, comprehensive land use planning, zoning subdivision and ordinance enforcement and plan implementation, and residential/commercial/industrial project development. Prepare reports, recommendations and research as necessary.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for review and evaluation of proposed development plans, subdivisions, zoning variances, conditional use permits, planned unit developments.

- Administer applications in compliance with applicable regulations, policies and directives.
- Primary liaison to the Planning Commission administering matters such as agendas and minutes of Commission meetings to assure that they are prepared in an accurate and timely manner.
- Coordinate with other divisions and departments and prepare memoranda, staff reports and resolutions relating to planning and zoning applications and special studies for presentation to the City Council, Planning Commission and the general public.
- Facilitate the Development Review Committee meetings and work with other City departments on a variety of planning and development related topics and projects.
- Assist the public by telephone, in writing, and in person, providing technical information and assistance regarding planning issues, zoning case information, land use regulations and City codes.

Conduct specialized studies related to community development, city planning and zoning as assigned.

- Perform City, airport and park planning, including developing and administering city, airport and park comprehensive master plan, and conduct research for City, airport, and park planning.

- Prepare reports, as requested, on various aspects of City planning, or developments within the City for presentation such as Capital Improvements Program, Comprehensive Plan, Growth Management Plan, Land Use Studies, etc.

Monitor professional innovation, planning trends, demographic trends, and applicable legislation.

- Provide and obtain planning advice for the City.

Coordinate Zoning Administration activities and functions.

- Coordinate the processing and enforcement of zoning code and/or general code violations through customer complaint response.
- Enforce and apply the Zoning and Sign Ordinances, research and update the Zoning and Sign Ordinance as necessary, prepare and present code amendments to the Planning Commission.
- Assist in processing permit applications. Meet with applicants to identify specific permit requirements, provide applicants with appropriate information, materials and deadlines.
- Process applications in accordance with state and local regulations.

Coordinate GIS programs and plans in association with the Engineering Department.

- Design, compose and edit material, both graphic and written using the standard variety of market software packages.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

Education and Experience:

- Graduation from a College or University with a Bachelor's Degree in Urban Planning, Urban Affairs, Community Development, Public Administration or a related field; and
- Two (2) years related full time professional experience; or
- Any equivalent combination of education and experience.
- Possession of a Minnesota driver's license.

## **DESIRABLE QUALIFICATIONS**

Necessary Knowledge, Skills and Abilities

- Knowledge of land use regulations, development plan review and approval processes, subdivision and platting regulations and ordinances.

- Demonstrated ability in reviewing and interpreting subdivision plats, development proposals and site plans.
- Demonstrated skills and abilities in verbal, graphic and written communications.
- Knowledge of an automated office environment, including applicable computer software, such as the Microsoft Office suite of programs.
- Knowledge of GIS software.
- Master's Degree in planning or related field

### **SUPERVISION RECEIVED/EXERCISED**

This position receives supervision from the Community Development Director.

- Supervises the Planning Coordinator and employees within the assigned program or division.

### **Necessary Knowledge, Skills and Abilities**

- Ability to consistently demonstrate courtesy and effectiveness in dealing with the petitioners, the public, and fellow employees.
- Assure timeliness and completeness of proposal processing.
- Possession of an understanding of municipal land regulations, development plan review and approval process.
- Ability to become completely familiar with City land use policies, regulations, ordinances, and procedures; remain aware of current developments and writings in planning field.
- Demonstrated ability in reviewing and interpreting development proposals and site plans.
- Demonstrated ability in displaying tact and professional decorum relating to public officials.
- Consistently demonstrate high standards of verbal, graphic and written communications in English.
- Demonstrated skill in an automated office environment, including dictation and applicable computer software. Strong skill level in GIS software.
- Meets or exceeds departmental standards when evaluated.
- Ability to accurately record and maintain records.

### **TOOLS AND EQUIPMENT USED**

Desktop and laptop computers including word processing, spreadsheet and database software, GIS software, calculator, telephone, copy machine, fax machine, printers and scanners.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

The physical demands of the position are consistent with duties found in a standard office environment and may also occasionally require the employee to drive a car. The employee must also be capable of occasionally lifting and/or moving up to at least ten (10) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The majority of the work is performed within an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the environment is usually quiet.

## **OTHER**

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