

**Watertown City Council**

April 26, 2022

**Agenda Item:** Personnel Discussion**Request for Action:** Direction on personnel/succession planning**Employee/Dept.:** Jake Foster, City Administrator**Background:**

With impending retirements, and direction from the 2022-2025 strategic plan, staff has been discussing succession planning and other personnel related items. Staff has also been identifying areas where workload could be redistributed when significant institutional knowledge is lost, and where service levels could be improved. These conversations, and any preliminary work, falls largely within the City's Strategic Priority – Staff Development and Retention. This proposal addresses the following strategic actions: Skills development, Cross-training, Lateral movement opportunities, Succession planning, Create flexible work opportunities, and Institutional memory retention.

Administrative Assistant, Nancy Pysick, has identified a tentative retirement of September of 2022. Nancy has been working for the City for nearly 25 years. With that experience, comes a significant amount of institutional knowledge, and subsequent efficiencies through work she does well outside of her job description.

Staff has identified a potential need for a new position to support the City's community development and code enforcement efforts. The workload for the City's planning consultant has reached a point where services levels may be impacted. A new position/FTE could support the planning/community development processes and absorb some workload from the Planning Consultant. Staff would expect this to improve the turnaround time for basic planning and zoning permits (decks, fences, accessory structures, etc.). Theoretically, this work would then also be done at a less expensive rate. An approximate hourly cost for the new position would be \$33.00/hour which would include an hourly cost for benefits (health, PERA, etc.) and any City-paid taxes. The City pays the Planning Consultant \$93.00/hour. This would represent a cost savings of \$60.00/hour. Furthermore, as the City continues to grow there will be additional need to support on-going efforts for both commercial and residential development. This position would be dedicated to coordinating the permit processes and well as these excess planning and zoning responsibilities. In addition to the potential cost savings of offloading this work, it would also free up the Planning Consultant's time to address larger subdivisions, downtown redevelopment, and working with commercial businesses to help them identify parcels or redevelopment opportunities to better suit their business needs (e.g. business expansions, addressing the Freemont Property vacancy, etc.). This concept would support the third of the Strategic Priorities of "Development."

The City has also identified a need for more dedicated code enforcement efforts. MNSPECT has improved services in this area, however, they are only able to be reactive. A staff member who has dedicated time to code enforcement would be able to be more proactive in services delivery. Much like work reassigned from the City's Planning Consultant, this work would also theoretically be cheaper than the same work being completed by MNSPECT. Per the professional services agreement, MNSPECT charges \$85.00/hour for "Code Enforcement/Nuisance Abatement." As stated above, an estimated fully-loaded salary for this position would cost approximately \$33.00/hour. This would represent a savings of approximately \$52.00/hour. Additionally, this position could also potentially support the public services and utilities departments with inspecting/troubleshooting other property issues like flooding or trees that need to be removed.

Other responsibilities could also be realigned. By moving payroll from the Administrative Services Director to the Deputy City Clerk/Treasurer, there would be potential for the Administrative Services Director to have more capacity for financial/data analysis and modeling which is an action item under the External Economics Strategic Priority.

Attached are proposals of updated job descriptions for the Administrative Services Director, Deputy City Clerk/Treasurer, and the Administrative Assistant, and a job description for the proposed new position of Community Development Assistant.

**Highlights of proposed job description changes:**

- Payroll from Admin. Services Director to Deputy Clerk to provide more capacity for financial/data analysis for Admin. Services Director. Utility Billing would then be moved Deputy Clerk to Administrative Assistant/Utility Billing Clerk.
- All permit processes/planning and zoning/development support responsibilities will be moved to the Community Development Assistant.
- New services/duties added: Escrow management/follow-up, Code Enforcement (blight, long grass, snow removal, etc.), Erosion Control, Additional front desk and elections support, and on-site office hours for permit support.

**Other considerations:**

- Deputy City Clerk/Treasurer, Christine Dammann has expressed interest in reducing her hours to 32 hours/week to offset some of the cost associated with these proposals and to provide additional personal flexibility for herself.
- The added position would eliminate the City's need for summer interns.
- An additional position would improve the service delivery as described above, but also provide additional front desk coverage to enable additional flexibility for staff (e.g. coverage for scheduled time off and when remote work is needed).
- There is a need to prioritize the training centered on Nancy's institutional knowledge.
- Staffing levels have decreased over approximately the last 12 years (no longer have Community Development Director/Planner, Planning Intern, Finance Director)
- Nancy is willing to give her notice as needed.

**Attachments:**

- Proposed job descriptions (Admin. Services Director, Deputy City Clerk/Treasurer, Administrative Assistant/Utility Billing Clerk, Community Development Assistant)



## CITY OF WATERTOWN JOB DESCRIPTION

---

**JOB TITLE:** Administrative Assistant/Utility Billing

**DEPARTMENT:** Office

**EFFECTIVE DATE:** XXXXX XX, 2022

**FLSA STATUS:** Non-Exempt

**HOURS WORKED:** 40 Hours/ 7:00 a.m.-4:30 p.m. M-F

---

**DEFINITION:**

Acts as first point of contact for the city. Performs broad and varied secretarial duties, which may be of confidential nature.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Administrative Services Director.

**SUPERVISORY FUNCTIONS:**

None.

**EQUIPMENT/JOB LOCATION:**

Works primarily from an office in City Hall. Equipment used includes, but is not limited to, personal computer, printer, fax machine, calculator, postage meter, copy machine, and scanner.

## **ESSENTIAL FUNCTIONS OF THE JOB:**

- Greets the public, determines the nature of business, provides information, answers questions, research files and/or refers as appropriate; may explain policies, procedures, and ordinance requirements.
- Answers telephone calls from individuals; provides information and/or refers as appropriate; takes messages.
- Provide backup to process permits for re-roofing, residing, replacing window, and furnace installation.
- Assists in preparing agendas and other necessary paperwork for council meetings.
- Prepares and executes public hearing notice mailings.
- Receives requests, complaints, and information from the public and handles or transmits to staff to handle.
- Opens and closes City Hall, ensures doors and petty cash drawer are locked, machines and lights are off, and phones are forwarded to voice mail.
- Schedules and coordinates community center room rentals, accepts money, and distributes keys.
- Organizes meeting room reservations for civic groups.
- Monitors clean-up and damages following community center functions.
- Schedules and coordinates all park reservations with community sport teams and general public, accepts payment and distributes keys.
- Assists with local elections as directed by Clerk-Treasurer.
- Creates and updates city documents and/or informational materials.
- Orders office supplies for all city departments.
- Performs event planning for catering and parties.
- Informs owners of impounded animals of fine amounts and collects fines.
- Accepts community garden rental applications, accepts payment, coordinates with Public Services staff.
- Performs miscellaneous clerical assistance to departments as needed.
- Acts as notary public.
- Issues annual liquid waste hauler permits. Receives monthly liquid waste hauler reports and payments, tracks revenue.
- Completes solicitor permit background checks and processes permits.
- Facilitates City Quarterly newsletter.

## **Utility Billing:**

- Responsible for all utility billing functions.
- Prepare monthly water and sewer bills by utilizing equipment and software.
- Review customer accounts for changes and update utility billing program.
- Monitor water meter inventory.
- Update water meter serial numbers and MXU's after change out.
- Balance and enter utility payments and make deposits.
- Generate utility revenue reports for the City Administrator.
- Maintain record of ACH payments to vendors.

- Contact customers and arrange for payment on delinquent accounts.
- Monitor payments accepted electronically through Payment Service Network.
- Prepares special assessment rolls and conducts assessment searches; maintains related records and files.
- Manages delinquent water/sewer accounts and issues shut-off warnings.
- Manage delinquent water/sewer accounts for yearly tax certification.
- Perform Year End Utility billing reports, assist Water Superintendent with DNR water reporting.
- Perform month end Utility Billing reports.
- Research customer accounts.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITY:**

- Ability to communicate effectively, in English, both verbally and in writing.
- High level of customer service skills including the ability to deal confidently and effectively with members of the public both in person and on telephone in a prompt and courteous manner.
- Ability to multi-task while maintaining a professional and positive attitude.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to develop and maintain effective working relationships with the public, coworkers, and supervisors.
- Available to work overtime as needed to complete required work.
- Ability to recognize and comply with appropriate task deadlines.
- Ability to work both independently and in a team setting, as deemed by assignment.
- Ability to create, proofread and edit documents.
- Working knowledge of modern office practices, procedures, and equipment including use of computers.
- Knowledge of City licensing and permitting process including codes, ordinances, policies, procedures, and timelines.
- Working ability to read and interpret basic building plans and city service maps.
- Considerable ability to type and enter data with speed and accuracy.

**PHYSICAL DEMANDS:**

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

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry.

- To talk and hear with enough proficiency to allow for communicating with customers by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens, print reports and customer account cards and ledgers.
- The employee must frequently lift and/ or move up to ten (10) pounds and infrequently lift or move up to 50 pounds.
- The noise level is usually moderate.

**MINIMUM QUALIFICATIONS:**

- High school graduate or GED equivalent.
- Three years of experience in office setting.
- Two years of municipal work experience.
- Skilled in the operation of computer software including Microsoft Office (Word, Outlook, Excel, Power Point).
- Knowledge of Banyon Data System Fund Accounting and Utility Billing software.

**NON-DISCRIMINATION POLICY:**

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

*(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)*



## **CITY OF WATERTOWN JOB DESCRIPTION**

---

**JOB TITLE:** Administrative Services Director  
**DEPARTMENT:** Administration  
**EFFECTIVE DATE:** 2021  
**FLSA STATUS:** Exempt  
**HOURS WORKED:** 7:00 a.m. to 4:30 p.m. M – TH, 7:00 a.m. – 11 a.m. F  
40+ hours as needed

---

### **DEFINITION:**

Performs administrative and professional work managing finances, maintaining accounting records, administering payroll, managing the human resources of the organization and conducting elections; and performs related duties as required.

### **SUPERVISION RECEIVED:**

Works under the general and administrative oversight of the City Administrator.

### **SUPERVISORY FUNCTIONS:**

Administration department staff including but not limited to Administrative Assistant, Deputy Clerk/Treasurer, etc.

### **EQUIPMENT/JOB LOCATION:**

Works primarily from an office in City Hall. Equipment used includes but is not limited to personal computer, printer, fax, calculator, postage meter and copy machines.

## **ESSENTIAL FUNCTIONS OF THE JOB:**

### **General:**

- Assists City Engineer, City Attorney, and Administrator with city projects including researching history and precedents, providing financing information and establishing processes.
- Receives requests, complaints, and information from the public and transmits to staff and/or Council or handles himself/herself.
- Acts as liaison with state, county, and other community officials.
- Performs duties as set forth by Minnesota statutes for the Clerk/Treasurer position.
- Effective and respectful communication and interaction with other employees, supervisors, individuals from other organizations, and citizens.
- Coordinates and supervises the administration department, providing direct supervision to the Administrative Assistant, Deputy Clerk/Treasurer, and any other part-time or full-time administrative department positions.
- Works with and coordinates the administration, implementation, and records of payroll and benefit programs of the city. Coordinating work of consultant brokers and communication with benefit providers.
- Develops, manages, and presents the City budget.

### **Finance:**

- Review accounts payable and receivable transactions including coding and posting information to automated journals; verifies account information; and signs checks for bill payments. Will need to be back-up for accounts payable, accounts receivable and utility billing.
- Reports; audits, prints, and signs checks.
- Prepares federal and state reports, W-2's, 1099's, PERA, and medicare withholding.
- Assists outside auditing firm with annual audit, including preparation of worksheets and other required documents.
- Prepares or generates financial reports for the City Administrator and Council on budget status and bonds, including recording of bond payments and updating actual-to-budget amounts for revenue and expenditures as requested by City Administrator
- Reconciles City checking account by fund, each month; calculates monthly interest earned; maintains record of City Council approved fund transfers; ensures funds are organized efficiently.
- Prepares various weekly, monthly, quarterly, and annual reports for submission to county, state and federal governments.
- Provides financial information for completion of grant applications and for comprehensive plan development and modification.
- Ensures timely payment of bonds and maintains bond payment records.
- Assists in completing annual financial report to the state for Fire Relief Association.



- Monitors the collection of property taxes and assessments to assure the accuracy of receipts from the County; reconciles unpaid taxes and assessments and verifies with County records.
- Provides high level financial analysis and forecasts related to revenues and expenditures, identifies trends in the City's finances and synthesizes for the City Administrator, City Council, and other boards or commissions.
- Develops, analyses, and manages all department budgets, to include operating, capital, and debt schedules.

### **Human Resources:**

- Oversees all aspects of human resource management, including workers compensation and FMLA coordination, benefits program administration, drug and alcohol testing, and other human resources programs.
- Prepares annual PERA exclusion reporting.
- In consultation with the City Administrator, responsible for the development and management of personnel policies and application thereof.
- Responsible for the management and implementation of the organization's recruitment, retention, and selection processes of employees; to include all part-time, full-time, and paid on call firefighter positions.
- Prepare annual employer notices for all employees.
- Serve as city's safety officer.

### **City Clerk:**

- Maintains Liquor Control Division forms; processes liquor license requests.
- Oversees license renewals and new licenses for cigarette, refuse, and mobile home licenses; ensures certificates of insurance are obtained.
- Conducts assessment searches; maintains related records and files.
- Acts as secretary for City boards and commissions (EDA, Fire Advisory Board, Park Commission, Commission on Aging & City Council), including attending meetings and taking minutes; assists in preparing agendas and other necessary paperwork for meetings; organizes and maintains records of minutes, ordinances, and resolutions.
- Attests the Mayor's signature on official documents wherever required; maintains responsibility for the City Seal; and notarizes documents as required.
- Provides certified copies of proceedings and records of the city upon request and administers oaths.
- Administers Record Retention schedule, keeps record of documents that need to be saved permanently and those that need to be destroyed in the future.
- Assists City Administrator with data requests, including researching and documenting information for the public as per the city data request policy.
- Records property documents at Carver County.

- Performs other duties as requested by City Council, Fire Department, and/or City Administrator.
- Staff liaison to the Commission on Aging.

**Elections:**

- Directs local elections including preparing ballots and receiving candidate filings; providing supplies for polling places; posting and publishing notices of election; coordinating details with County, certifying results for Council, etc.
- Manages City Hall as the Watertown polling location.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Good communication skills, both written and verbal.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work well in a fast-paced environment.
- Positive attitude.
- Considerable ability to prepare a variety of financial reports and prepare accounting records using a personal computer and accounting/financial software.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the public and other governmental agencies.
- Available to work overtime as needed to complete required work.
- Ability to recognize and comply with appropriate task deadlines.
- Ability to work both independently and in a team setting, as deemed by assignment.
- Ability to create, proofread and edit documents.
- Considerable knowledge of municipal financial management and investment practices and procedures.
- Considerable knowledge of accounting, payroll and billing practices and procedures.
- Considerable knowledge of human resources management principles, employment laws, and personnel policy administration.
- Considerable knowledge of benefit program management administration, to include medical, dental, disability and death benefits typically available to employees.
- Considerable knowledge of City ordinances, resolutions, and policies.
- Considerable knowledge of state and county elections procedures and operations.
- Considerable knowledge of laws, rules, and regulations affecting city government finances and city clerk responsibilities.
- Considerable knowledge of modern office practices, procedures, and equipment including knowledge of computer operation and software packages.

- Considerable ability to keep accurate and complete records and files.
- Considerable ability to research files, and analyze problems and develop appropriate recommendations.
- Considerable ability to see and hear to answer phones, assist the public and work with city records and on the computer.

**PHYSICAL DEMANDS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry.
- To talk and hear with enough proficiency to allow for communicating with customers by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens, print reports and customer accounts.
- The employee must frequently lift and/ or move up to ten (10) pounds and infrequently lift or move up to 25 pounds.
- The noise level is moderate.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree in finance, accounting, or related degree.
- Two years of public or private experience performing accounting and financial management functions in a similar setting.
- Two years of experience using computerized accounting systems.

**DESIRED QUALIFICATIONS**

- Five years of work experience performing accounting and financial management functions in a municipal setting.
- Two years of municipal finance experience.
- Two years of human resources management experience.
- Minnesota Municipal Clerk Certification or ability to obtain certification within 3 years

**NON-DISCRIMINATION POLICY:**

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

*(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)*



## CITY OF WATERTOWN JOB DESCRIPTION

---

**JOB TITLE:** Deputy Clerk/Treasurer  
**DEPARTMENT:** Administration/Finance  
**EFFECTIVE DATE:** March 1, 2022  
**FLSA STATUS:** Non-Exempt  
**JOB MATCH SCORE:** 141  
**HOURS WORKED:** **32 Hours/7:00 a.m. to 3:30 p.m. M – TH**

---

### DEFINITION:

Performs skilled clerical work processing water and sewer bills and payments. Assists with banking & performs payroll, accounts payable and receivable; and performs related duties as required.

### SUPERVISION RECEIVED:

Works under the general and administrative oversight of the Administrative Services Director.

### SUPERVISORY FUNCTIONS:

None.

## **EQUIPMENT/JOB LOCATION:**

Works primarily from an office in City Hall. Equipment used includes but is not limited to personal computer, printer, fax, calculator, postage meter, copy machines and document imaging equipment.

## **ESSENTIAL FUNCTIONS OF THE JOB:**

### **Finance:**

- Maintains and processes payroll, payroll deductions, payroll records.
- Assist with annual audit.
- Records accounts receivable and miscellaneous revenues and make deposits.
- Performs accounts payable transactions; prepares bi-weekly claims for Council.
- Monthly balance of petty cash.

### **Customer Service:**

- Handle customer complaints, questions and requests as needed.
- Provide backup to Administrative Assistant – answering phones and counter assistance.
- Provide backup to process permits for re-roofing, residing, replacing window, and furnace installation.
- Acts as notary public.
- Oversees the city's safety program, policies, and training efforts. Works with department supervisors and/or their designee on implementation and monitoring of workplace safety protocols.
- Assist with annual community clean-up day.

### **Deputy Clerk/Election Duties:**

- Selects election schedules, trains, and advises elections judges and maintains election records and files.
- Assist the Administrative Services Director/Clerk with elections.
- Maintain city records per state retention policies; both electronic and physical.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work well in a fast-paced environment.
- Positive attitude.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.

- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the public and other governmental agencies.
- Available to work overtime as needed to complete required work.
- Ability to recognize and comply with appropriate task deadlines.
- Ability to work both independently and in a team setting, as deemed by assignment.
- Ability to create, proofread and edit documents.
- Considerable knowledge of basic bookkeeping, banking and billing procedures.
- Considerable knowledge of the standards and methods of customer account maintenance using an automated system.
- Working knowledge of modern office practices, procedures, and equipment including use of computers and related software packages.
- Considerable knowledge of Microsoft Excel.
- Considerable ability to keep accurate and complete records and files.
- Knowledge of laws, rules, and regulations affecting city clerk responsibilities.
- Knowledge of City ordinances, resolutions, and policies.
- Considerable ability to research files and analyze problems and develop appropriate recommendations.
- Considerable ability to provide courteous and efficient customer service.

**PHYSICAL DEMANDS:**

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

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry.
- To talk and hear with enough proficiency to allow for communicating with customers by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens, print reports and customer account cards and ledgers.
- The employee must frequently lift and/ or move up to ten (10) pounds and infrequently lift or move up to 25 pounds.
- The noise level is usually moderate.

**MINIMUM QUALIFICATIONS:**

- High School diploma or GED.
- Two-year Associate of Arts or equivalent in accounting or related field or equivalent work experience.
- Minnesota Municipal Clerk Certification or ability to obtain certification in 3-4 years after hire.

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree in one of above fields.
- Two years of municipal work experience.
- Knowledge of Banyon Data System Fund Accounting, Payroll and Utility Billing software.

**NON-DISCRIMINATION POLICY:**

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

*(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)*





## CITY OF WATERTOWN JOB DESCRIPTION

---

**JOB TITLE:** Permit Technician/Community Development Assistant

**DEPARTMENT:** Office

**EFFECTIVE DATE:** XXXXX XX, 2022

**FLSA STATUS:** Non-Exempt

**HOURS WORKED:** 7:00 a.m. to 3:30 p.m., M – TH, 7:00 a.m. to 11:00 a.m.,  
Fridays; 40 Hours

---

### **DEFINITION:**

Performs professional work coordinating planning and development activities; monitors and enforces Watertown Municipal Code and land use documents including nuisances, signs, and zoning ordinance. Performs related duties as required.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Administrative Services Director.

### **SUPERVISORY FUNCTIONS:**

None.

### **EQUIPMENT/JOB LOCATION:**

Works primarily from an office in City Hall. Equipment used includes, but is not limited to, personal computer, printer, fax machine, calculator, postage meter, copy machine, and scanner.

## **ESSENTIAL FUNCTIONS OF THE JOB:**

- Answers telephone calls from individuals regarding Right of Way questions and general planning; provides information and/or refers as appropriate; takes messages.
- Assists public in completing building permit applications; processes and receives payment for general permits, i.e., re-roofing, residing, window/door replacement, HVAC, water heater/softener, irrigation back flow installation and replacement. Also processes and receives payment for all other permits after Building Official completes plan review.
- Closes permit files following final inspection and transfers files to permanent data base.
- Coordinates and manages between contractor, Building Official and Clerk/Treasurer on return of escrow deposits.
- Offers Development Support to the City Administrator & City Planner.
- Checks & maintains erosion control issues.
- Tracks new construction and maintains lot inventory.
- Prepares annual new construction/valuation report for State.
- Maintains the city's parcel database with PID numbers and creates addresses for the county.
- Responds to routine inquiries and complaints from the public for addresses, legal descriptions, lot sizes, building permit information (general and specific), and routine questions regarding research of files.
- Accepts payments and answers questions for water and sewer bills; refers difficult or complicated issues to Utility Billing Clerk.
- Prepares agendas, attends meetings & takes minutes in the Planning Commission meetings.
- Prepares agendas, attends meetings & takes minutes in the Park Commission meetings.
- Prepares and executes public hearing notice mailings.
- Assists with local elections as directed by Clerk-Treasurer and acts as office back-up on election day.
- Creates and updates city documents and/or informational materials.
- Receives "Gopher State One Call"; records information for Public Works Department.
- Reviews and issues Right of Way permits to contractors.
- Assist in the review and update of the Watertown Comprehensive Plan, Zoning and Ordinance, and Official Zoning Map.
- Compiles information and completes required reports, corresponds with regulatory agencies and others as necessary
- Assists with enforcement of land use regulations including comprehensive plan, subdivision and landscaping ordinance, and Watertown Municipal Code.
- Work with involved parties to resolve complaints and problems.

- Periodically inspects to monitor for violations of local code; responds to complaints of potential code violations relating to signage, nuisances, long grass, blight, snow removal, land use, zoning, clearing, grading, filling, polluting, or other code related matters; Initiates communications and enforcement actions in order to achieve corrective action.
- Assists contractors, developers, property owners, staff, and the general public by providing information and responding to inquiries regarding set-backs.
- Assists the City Planner in maintaining an organized filing system. Scan documents for electronic conversion.
- Receives and processes applications for conditional use permits, variances, rezoning, amendments to the Zoning Ordinance, vacations, annexations, and preliminary and final plats.
- Coordinates special projects including annual parks inspections, community clean-up, and Tree City/Arbor Day activities.
- Performs special duties and projects as assigned by the City Administrator, City Planner & Administrative Services/ City Clerk-Treasurer.
- Back-up to the front office as needed.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITY:**

- Good communication skills, both written and verbal.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work well in a fast-paced environment.
- Positive attitude.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the public and other governmental agencies.
- Available to work overtime as needed to complete required work.
- Ability to recognize and comply with appropriate task deadlines.
- Ability to work both independently and in a team setting, as deemed by assignment.
- Ability to create, proofread and edit documents.
- Working knowledge of Municipal Code and land use documents including comprehensive plan, subdivision ordinance, FEMA map, wetlands inventory, and Official Map.
- Working ability to inspect, advise, and monitor construction to ensure compliance with Watertown Comprehensive Plan, Watertown Municipal Code, and city policy.
- Considerable ability to effectively operate computers and various software packages including Microsoft Office (Word, Excel, Power Point.)

## **PHYSICAL DEMANDS:**

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry.
- To talk and hear with enough proficiency to allow for communicating with customers by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens, print reports and customer account cards and ledgers.
- The employee must frequently lift and/ or move up to ten (10) pounds and infrequently lift or move up to 25 pounds.
- The noise level is usually moderate.

## **MINIMUM QUALIFICATIONS:**

- 2 years municipal experience; planning and building permit experience.
- High School diploma or GED.
- Must possess a valid Minnesota Class D driver's license or equivalent out-of-state license.

## **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in one of above fields.
- Knowledge of Municipal Code & Permitting Process.

## **NON-DISCRIMINATION POLICY:**

- The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)