

Watertown City Council

August 23, 2022

Agenda Item:	Part-time
Request for Action:	Adopt Resolution #2022-69, Appointing Part-Time Permit Technician/Planning and Zoning Assistant
Employee/Dept.:	Jake Foster, City Administrator

Background:

At the June 14, 2022 City Council meeting, Council accepted the resignation of Administrative Assistant/Permit Technician Assistant, Nancy Pysick, with an effective date of September 24, 2022. Kimberly Block was appointed as the replacement for this position at a special meeting held on August 4, 2022. As part of the on-going succession planning discussions, Council has discussed keeping Ms. Pysick on staff in a part-time capacity to support the City's building inspections, planning and zoning, and code enforcement efforts.

As Ms. Pysick's new role would not be benefits or PERA-eligible, the expense of maintaining her employment in a part-time capacity would be exclusively driven by her wage. Ms. Pysick is eligible for a step increase on her hire date of September 22. Staff recommends that Ms. Pysick receive the step increase on her anniversary date and continue at that wage in her part-time role. This position is being proposed as a maximum of 28 hours per week. The maximum cost for the remainder of the year is \$10,184.16. This cost could be covered by unallocated fund balance or ARPA funds. It will be presented in the 2023 budget for approval.

As also previously discussed, Deputy City Clerk Christine Dammann, has requested to reduce her hours to 32 hours/week. Staff is targeting the week of September 9th as the date of schedule change. This work schedule change can be approved by the City Administrator. However, staff is recommended that an updated job description be approved by Council. This reduction in hours reflects a wage savings of \$878/month, or approximately \$3,200 for the remainder of the year (this number could fluctuate depending on whether or not Ms. Dammann exceeds 40 hours during the week of the general election). This savings could be used to offset the cost of hiring Ms. Pysick in a part-time capacity. Ms. Dammann's PTO will also be prorated, and there will be a modest reduction in City's contribution to PERA for this position.

Budget Impact:

As described above, the maximum cost for this appointment, is \$10,184.16 for the remainder of 2022. When subtracting the impact of the Deputy City Clerk's reduction of hours, the total maximum out-of-pocket cost for the remainder of 2022 for this appointment would be approximately \$7,000.

Funding Source:

Unallocated Fund Balance and/or ARPA Funds

Recommendation:

Staff recommends that City Council adopt Resolution #2022-69 appointing Nancy Pysick to the position of part-time Permit Technician and Planning and Zoning Assistant, approving the related job description, and approving the updated job description for the Deputy City Clerk.

Requested Action/Motion:

"I move to adopt Resolution #2022-69, appointing Nancy Pysick to the position of part-time Permit Technician and Planning and Zoning Assistant, approving the related job description, and approving the updated job description for the Deputy City Clerk."

Attachments:

Resolution #2022-69

Permit Technician/Planning and Zoning Assistant Job Description

Deputy City Clerk Updated Job Description

**CITY OF WATERTOWN
RESOLUTION NO. 2022-69**

**RESOLUTION APPOINTING
PART-TIME PERMIT TECH AND APPROVING JOB DESCRIPTIONS**

WHEREAS, the City of Watertown (the “City”) has identified an additional staffing need for the City’s building inspections, planning and zoning, and code enforcement services; and

WHEREAS, it has been determined that this position shall work a maximum of 28 hours per week; and

WHEREAS, a job description has been created for this Part-Time Permit Technician and Planning and Zoning Assistant position and the Deputy City Clerk job description has been updated; and

WHEREAS, it has been determined that the experience and expertise of Nancy Pysick are requisite to accomplish the objectives of this position; and

WHEREAS, it is recommended that Nancy Pysick be appointed as Part-Time Permit Technician and Planning and Zoning Assistant at Step 4 of Grade 9 and the Deputy City Clerk position hours be reduced from 40 hours per week to 32 hours per week as amended in the related job description; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Watertown, Minnesota, hereby approves the appointment of Nancy Pysick to the position of Part-Time Permit Technician and Planning and Zoning Assistant and approves the related job description, and approves the updated job description for the Deputy City Clerk position.

Adopted by the City Council of the City of Watertown this 23rd day of August 2022.

Steve Washburn, Mayor

ATTEST: _____
Margaret Reisdorf, Administrative Services Director



CITY OF WATERTOWN JOB DESCRIPTION

JOB TITLE: Deputy Clerk/Treasurer

DEPARTMENT: Administration/Finance

EFFECTIVE DATE: July 2022

FLSA STATUS: Non-Exempt

HOURS WORKED: **32 Hours**/7:00 a.m. to 2:30 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:

- Assist with annual audit.
- Record accounts receivable and miscellaneous revenues and make deposits.
- Perform 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 front office.
- Provide backup to process permits for re-roofing, residing, replacing window, and furnace installation.
- Acts as notary public.

Deputy Clerk/Election Duties:

- Assist the Administrative Services Director/Clerk with elections.

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.
- Manage 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 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/Planning and Zoning Assistant

DEPARTMENT: Office

EFFECTIVE DATE: June 2022

FLSA STATUS: Non-Exempt

HOURS WORKED: Up to 28 Hours/7:00 a.m. to 4:30 p.m., T, W, TH

DEFINITION:

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

SUPERVISION RECEIVED:

Works under the general supervision of the Administrative Services Director.

SUPERVISORY FUNCTIONS:

None.

EQUIPMENT/JOB LOCATION:

Work 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:

- Answer telephone calls from individuals regarding Right of Way questions and general planning; provides information and/or refers as appropriate; takes messages.
- Enter permits, other than over the counter, into Community Core Software to begin the permit process.
- Assist 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.
- Close permit files following final inspection and transfers files to permanent data base.
- Coordinate and manage between contractor, Building Official and Clerk/Treasurer on return of escrow deposits.
- Assist with erosion control issues.
- Track new construction and maintains lot inventory.
- Prepare annual new construction/valuation report for State.
- Maintain the city's parcel database with PID numbers and creates addresses for the county.
- Respond to routine/general 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.
- Assist with and executes public hearing notice mailings.
- Assist with local elections as directed by Administrative Services Director.
- Create and updates city documents and/or informational materials.
- Receive "Gopher State One Call"; records information for Public Works Department.
- Review 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.
- Compile information and completes required reports, relating to building permits, and corresponds with regulatory agencies and others as necessary
- Work with involved parties to resolve complaints and problems.
- Assist with monitoring 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.
- Assist contractors, developers, property owners, staff, and the general public by providing information and responding to inquiries regarding set-backs.
- Receive and distribute applications for conditional use permits, variances, rezoning, amendments to the Zoning Ordinance, vacations, annexations, and preliminary and final plats.
- Assist with community clean-up.

- Perform special duties and projects as assigned by the City Administrator & Administrative Services Director/ City Clerk-Treasurer.
- Back-up to the front office as needed.
- Acts as notary public.

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 field or work equivalent.
- 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.)