

City of Ramsey

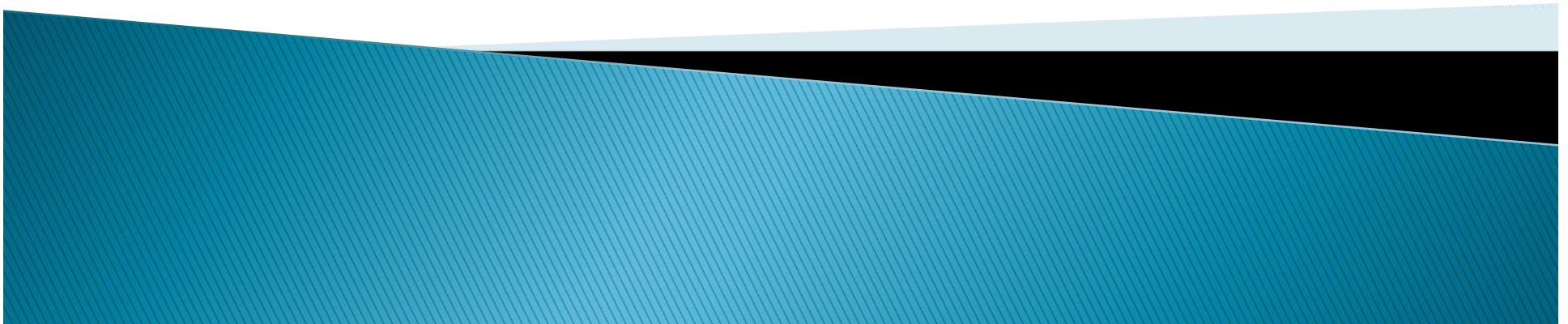
Plan for Addressing Job Duties Left Vacant

2012



Draft Organizational Chart

**Proposal for Addressing Job
Duties**



Task Assigned to:

Original Resp. Person	Duty/Task	Task Assigned to:										Consider Stopping Service?	
		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person		
Heidi	HRA Executive Director	x											
Heidi	A) Assist the City Administrator in overseeing operations including organizational and facilities planning.	↓											
Heidi	A1 Monitor daily, routine operations of the City and intervene to solve problems when necessary.	x											
Heidi	A2 Act as City Administrator in the City Administrator's absence.	As Assigned										D.H.	
Heidi	A3 Handle inquiries related to City operation as needed.	x											
Heidi	B) Supervise Administrative Services and Community Development staff.	↓											
Heidi	B1 Supervise, advise and coordinate interdepartmental activities and relations.	x											
Heidi	B2 Supervise and oversee the functions of the Human Resources Representative, the IT Manager, the Deputy City Clerk, the Permit Technician, and the Senior Planner.	Sup. Sen. Planner & HR Rep. & Dep. City Clerk				Sup IT Manager		Sup Permit Tech					
Heidi	B3 Oversee the Building Division's contracted Building Official/Inspector(s) and functions.	x						x					
Heidi	B4 Ensure timely completion of both routine and special projects. Define and assign responsibilities, allocate resources and coordinate the activities of department staff to meet objectives efficiently and effectively and to ensure maximum utilization of all assigned staff.	x											
Heidi	B5	x											



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Heidi	B6 <i>Direct the activities of individuals and groups toward the accomplishment of meaningful objectives using leadership and employee development strategies while adapting approaches to different situations.</i>	x		x								
Heidi	B7 <i>Define and communicate performance standards and evaluate employee performance.</i>	x		x								
Heidi	B8 <i>Evaluate work procedures, processes and schedules for efficiency and effectiveness and initiate redesign as needed.</i>	x		x						x		
Heidi	B9 <i>Assist managers in the development and implementation of major initiatives.</i>	x										
Heidi	CJ Develop, market, and oversee current and future economic and community development programs and services pursuant to policy direction from the City Administrator and City Council.	↓										
Heidi	C1 <i>Direct and manage all operations and functions related to community and economic development.</i>	x										
Heidi	C2 <i>Supervise the development review process.</i>	x						x				
Heidi	C3 <i>Assist staff in interpreting and applying City code requirements to cases which do not fit the norm.</i>	x						x				
Heidi	C4 <i>Oversee enforcement activities related to zoning and building.</i>	x						x				
Heidi	C5 <i>Coordinate and oversee development and maintenance of up-to-date information for development prospect, e.g. land availability, area demographics, markets, taxes and financing options.</i>	x						x	x			



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		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person		
Heidi	C6	Negotiate with developers regarding desired development and available assistance.	x							x			
Heidi	C7	Assist in design of effective assistance packages for expanding and new businesses.	x							x	x		
Heidi	C8	Administer contract for Economic Development consulting services.	x								x		
Heidi	C9	Ensure that all development is in accordance with the City's Comprehensive Plan and land use ordinances.	x						x				
Heidi	C10	Ensure that reporting and records related to development are done accurately, thoroughly, on-time and retained in an orderly, accessible manner.	x	x					x		x		
Heidi	C11	Network, meet, follow-up and maintain contact with prospective developers/business prospects.	x						x	x			x / EDA?
Heidi	C12	Review development agreements.	x							x			
Heidi	C13	Coordinate with Public Works on transportation enhancements.	x						x		x		
Heidi	D)	Represent the City at meetings and in working with various governmental and community agencies, boards and task forces, and other organizations.	↓										
Heidi	D1	Serve as point of contact and liaison for a variety of organizations including, but not limited to, LOGIS/SAC, League of MN Cities, Anoka County, school districts, surrounding communities, Happy Days Committee, QCTV, the Crisis Response Plan, and the Chamber of Commerce.	x			x		x			x		
Heidi	D2	Attend meetings, handle telephone calls, or other logistics related to involvement in these organizations.	x			x		x			x		



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Heidi	D3 <i>Represent City on various boards, commissions, task forces, intergovernmental and joint powers groups.</i>	x				x	x	x		x		x
Heidi	D4 <i>Maintain extensive contact with existing City businesses and prospective commercial and industrial developers, and other agencies concerned with economic and community development.</i>	x							x			x
Heidi	D5 <i>Develop and maintain effective working relationships with representatives of other jurisdictions, agencies and organizations.</i>	x										
Heidi	E) Prepare, implement and monitor annual department budgets and work plans pursuant to policy direction from the City Administrator and City Council.	↓										
Heidi	E1 <i>Assist divisions with development of short and long range budget goals related to growth management, land use, housing, transportation, parks, trails and open spaces, public facilities, solid waste and recycling, and economic development.</i>	x				x						
Heidi	E2 <i>Review, revise, approve, and monitor division work plans and budgets.</i>	x				x						
Heidi	E3 <i>Monitor and evaluate performance of economic development consultant and effectiveness of economic development strategies.</i>	x								x		
Heidi	E4 <i>Monitor expenditures in all divisions to ensure activities are performed within budget.</i>	x				x						
Heidi	E5 <i>Oversee grant writing activities that supplement City funds.</i>	x								x		



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		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person		
Heidi	E6 <i>Review and make recommendations in the areas of elections, equipment, personnel, and administration.</i>	x		x			x						
Heidi	E7 <i>Review and update capital improvements budget annually.</i>	x				x				x			
Heidi	E8 <i>Monitor department budgets on an ongoing basis.</i>	x				x							
Heidi	F) Direct, coordinate, receive and respond to public inquiries/relations concerning areas of responsibility and those not related to specific City departments.	↓											
Heidi	F1 <i>Oversee the City's "Responsible Authority" for Data Practices requests and provide appropriate information to staff, Council, and residents.</i>	x											
Heidi	F2 <i>Prepare news releases.</i>	x					x			x			
Heidi	F3 <i>Prepare Ramsey Resident newsletter.</i>	x	x										
Heidi	F4 <i>Serve as staff liaison for community festival.</i>	x								x			
Heidi	G) Oversee the Community Festival.	↓											
Heidi	G1 <i>Supervise staff responsible for coordinating the event.</i>	x								x			
Heidi	G2 <i>Provide direction with regard to use of resources and community involvement.</i>	x											
Heidi	G3 <i>Review and oversee budget for event(s)</i>	x				x				x			
Aaron	H) Economic Development Authority (EDA) Manager	↓											
Aaron	H1 <i>Manage all business of the EDA to include the following: ↓</i>	↓											



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		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	
Aaron	H2 <i>Provide professional and technical advice and support the work of the EDA.</i>	x						x	x	x		
Aaron	H3 <i>Prepare monthly EDA agendas & cases, and follow-up on direction given.</i>	x	x				x					
Aaron	H4 <i>Administer EDA Website and update listings as brokers provide new information, verify listings periodically, update MNPRO site and listing information as needed.</i>	x			x					x		
Aaron	H5 <i>Develop annual work plan and goals.</i>	x										
Aaron	H6 <i>Work with Economic Development Consultant on business contracts and prepare business relocation proposals for businesses including use of financial assistance and other incentives.</i>	x							x	x		
Aaron	H7 <i>Plan and coordinate various annual community EDA events and act on initiatives established.</i>	x								x		x
Aaron	H8 <i>Review of blighted properties for possible purchase from willing sellers for redevelopment.</i>	x						x		x		
Aaron	H9 <i>Develop strategies for working with other appropriate commissions and task forces.</i>	x								x		
Aaron	I) Economic Development & Marketing Events	↓										
Aaron	I1 <i>Coordinate ongoing COR (downtown development) Marketing and meetings with potential developers, retailers, and office users for sites in the COR as a part of the Development Management Team.</i>	x							x			
Aaron	I2 <i>Coordinate economic development marketing and promotional activities aimed at attracting new development and investments.</i>	x	x						x	x		



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		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person		
Aaron	13 Prepare business update article for the Chamber (twice annually).	x	x										x
Aaron	14 Write Business Spotlight articles by selecting a business, interviewing the business owners and promoting the business in the Ramsey Resident newsletter.	x	x						x				x
Aaron	15 Coordinate Business Spotlight for QCTV airing with video visits to a selected Ramsey business.	x								x			x
Aaron	16 Provide business knowledge of available public and private business financing resources including local bank financing, small business administration loan programs, state assistance, and other funding sources.	x				x			x	x			
Aaron	17 Develop short and long range economic development and redevelopment plans.	x							x				
Aaron	18 Coordinate Business Expo (Annually in the Spring).	x								x			x
Aaron	19 Coordinate Business Appreciation Day (Annually the third Tuesday in August).	x								x			x
Aaron	110 Coordinate Business Networking Meeting (Annually in the Fall).	x								x			x
Aaron	111 Coordinate activities with other departments, agencies, local groups and others as needed.	x								x			x
Aaron	J) Business Retention and Relationship Management	↓											



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Aaron	J1 <i>Develop and maintain Business Expansion and Retention Program via regular contact with business owners while possessing the background knowledge and understanding of each business in order to demonstrate a sincere appreciation for the business.</i>	x							x		EDA Members	x
Aaron	J2 <i>Develop and/or revise and manage economic development incentive programs for recruitment, expansion, and retention of industry and commerce projects.</i>	x							x			
Aaron	J3 <i>Manage established and emerging projects.</i>	x							x	x		
Aaron	J4 <i>Coordinate infrastructure needs for economic development projects and manage financing of improvement phase of project.</i>	x				x				x		
Aaron	J5 <i>Identify methods to assistance local businesses remain solvent, identify opportunities to partner or collaborate and provide analysis for business expansion.</i>	x							x	x		
Aaron	J6 <i>Develop retention tools, programs, strategies, and financing to retain and expand current businesses and develop, grow, and attract new businesses to the City.</i>	x							x	x		
Aaron	J7 <i>Attend local business networking meetings to provide updates on development and opportunities in the city.</i>	x							x	x		
Aaron	J8 <i>Negotiate and implement development agreements for new and redevelopment projects including coordination of business subsidy requirements, property acquisition, relocation efforts, site preparation, and related actions.</i>	x							x	x		
Aaron	J9 <i>Negotiate and secure property purchases for the purposes of economic development and redevelopment, including coordinating and representing the City at real estate closings.</i>	x							x			



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Aaron	KJ) TIF and Job Creation Reporting/Tracking	↓											
Aaron	K1) <i>Prepare annual TIF reporting of expenditures for previous year and complete compliance requirements for all TIF districts.</i>	x				x			x				
Aaron	K2) <i>Coordinate and complete annual business subsidy reports to the State of Minnesota.</i>	x				x			x				
Aaron	K3) <i>Create and implement new COR TIF District and manage resources for districts set to decertify in next five years.</i>	x				x			x				
Aaron	K4) <i>Manage escrow accounts for past industrial projects.</i>	x				x			x				
Aaron	K5) <i>Prepare MBAF reporting (due annually April 1) on job creation from subsidies awarded.</i>	x				x			x				
Aaron	L) Right of Way Acquisition Program Management (Met Council RALF Program)	↓											
Aaron	L1) <i>Coordinate appraisal process on RALF projects.</i>	x							x	x			x
Aaron	L2) <i>Oversee Property Management of RALF properties</i>	x							x	x			
Aaron	L3) <i>Manage lease agreements and marketing activities, as well as maintain property files</i>	x							x	x			



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		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	
Aaron	L4 <i>Develop and maintain a comprehensive inventory database of available buildings, land, and sites in the community for economic development purposes</i>	x						x	x	x		
Aaron	M) Communications and General Information	↓										
Aaron	M1 <i>Respond to requests for information for economic development or redevelopment purposes by preparing data sheets, coordinates site plans, GIS maps.</i>	x							x	x		
Aaron	M2 <i>Respond to citizen inquiries about local economic development activities and opportunities.</i>	x						x	x	x		
Aaron	M3 <i>Respond to general inquiries such as answering property tax related questions and running tax and TIF estimates for industrial projects.</i>	x				x			x	x		
Aaron	M4 <i>Prepare and maintain information on utilities, taxes, zoning, transportation, community services, financing tools, etc.</i>	x	x			x		x		x		
Aaron	M5 <i>Monitor local, state and federal legislation and regulations relating to economic development.</i>	x							x			
Aaron	M6 <i>Utilize Starlite System through Anoka County to obtain property information.</i>	x				x		x		x		
Aaron	M7 <i>Update and verify Current Business List to serve as a contact list for the Business Expo and the Business Appreciation day event.</i>	x	x							x		
Aaron	M8 <i>Develop and research economic development trends and present recommendations to the City Administrator , EDA, and the City Council.</i>	x							x			



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		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	
Aaron	M9 Prepare and present cases for projects to City Council as needed.	x	x	x	x	x	x	x	x	x		
Aaron	Gather, interpret, and prepare data for studies, reports and M10 recommendations.	x				x			x	x		
Aaron	Assist in the application and submission of grants and other outside funding opportunities to further the economic development goals M11 of the City.	x	x			x	x		x	x		

