

Key Responsibilities

Senior Planner

- Leads the building, planning, and environmental, functions and staff, including coordination of contracted services
- Performs professional tasks encompassing a variety of the aspects of municipal planning related to commercial and residential development
- Coordinates the long range planning, revision, and implementation of the Comprehensive Plan
- Coordinates administering local land use controls.
- Answers questions and provides general planning related information to the public
- Serves as liaison to the Planning Commission by preparing a variety of reports and documents related to specific land use applications or other standard community development activities, as assigned
- Oversees current and future community development programs (excluding Economic Development) and services pursuant to policy direction from the City Administrator and the City Council.
- Prepares, implements and monitors annual department budget and work plans
- Represents the City at meetings and in working with various governmental and community agencies, boards and task forces, and other organizations.
- Meets with applicants to review land use proposals for timelines, consistency with zoning regulations, comprehensive plan, and if applicable, economic development initiatives.

Human Resources Representative

- Supervises and oversees the staff and functions of the Receptionist, Administrative Clerk, and part-time Accounting Clerk (within Admin)
- Manages all personnel recruitment and selection functions
- Administers all employee benefit programs and evaluates them as necessary for cost effectiveness and value to employees and the City
- Serves as a resource person for personnel-related issues and actively works to resolve conflict
- Collaborates with attorneys while ensuring that the City Administrator, department heads, and division heads are kept informed and defensible records are maintained
- Assists and coordinates interdepartmental activities and relations
- Prepares agenda and makes presentations to the Personnel Committee/City Council
- Maintains compliance with city, state, and federal laws, rules, regulations, and policies
- Manages the City's labor relations responsibilities with the bargaining units
- Coordinates all staff events, meetings, and celebrations
- Prepares and maintains internal and external personnel reports, files and records
- Manages Boards and Commissions recruitments/attendance/records
- Serves as Secretary for the Labor Management Committee
- Arranges training for city employees

Senior Accountant

(Senior Accountant tasks which have increased / list does not show all duties)

- Lead annual audit process
- Lead annual certification process
- Prepare Comprehensive Annual Financial Report (CAFR)
- Prepare annual Capital Improvement Program (CIP)
- Management of finance staff (accountant I and accounting clerk positions) including performance evaluations
- Management of JDE accounting software in terms of maintenance and controls oversight
- Management of utility billing communications and interface with Opus21
- Management of city-wide credit card system
- Assist Finance Director in annual budget document preparation
- Prepare monthly financial reports for department heads and council
- Stay up-to-date on federal, state, GASB financial policy changes and implement accordingly
- Serve as a back-up to the Finance Director in her absence

Associate Planner/Environmental Coordinator

(Associate Planner tasks which have increased / list does not show all duties)

- Increased daily permit review
- Primary contact for zoning code enforcement duties, zoning verification requests, daily zoning code interpretation requests/daily customer service interactions (signs, site plans, permits, etc.)
- Increased land use application review (CUP, IUP, site plan, etc.).
- Increased participation in Planning Commission meetings in addition to EPB meetings

Background /Additions to the Finance Director's role – causing a shift of duties to the Senior Accountant.

- The Residence of the COR project draws & handling of TIF
- TIF
- Property Management – RALF properties
- Insurance-Work with Mark Lenz for annual coverage & file all liability claims/work with League
- Newsletter advertising billings
- Supervision of IT
- More over-all involvement in the COR
- The change in reporting such as the CAFR (for example GASB 54) causing a significant increase in time for research and implementation