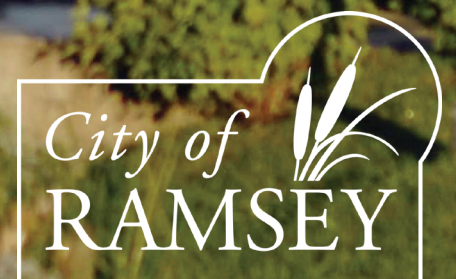


RAMSEY

*Deputy City Administrator/
Community Development Director*





Community Profile

Ramsey is a suburban city located in the northwestern part of Anoka County, with a population of approximately 27,550. Two rivers dominate its borders, the Rum River and the Mississippi River.

The first settlement in Ramsey began because of trading along the banks of the Mississippi. Many settlers came here on a steamboat called The Governor Ramsey named after our first territorial governor, from which the City reportedly acquired the name.

Only a few of the first houses and structures built in Ramsey remain today. The most notable structure of historic significance is on the National Register of Historic Places, the Old Ramsey Town Hall, located west of Highway 47 (Saint Francis Boulevard) just north of County Road 116 (Bunker Lake Boulevard). This 19th century structure was originally used as a schoolhouse. The building is a community landmark and the City is working on a long term plan for the structure.

Two school districts now serve Ramsey - Elk River #728, and Anoka-Hennepin #11. Students from both districts regularly exceed the state average on the Minnesota Basic Standards in math, reading, and writing, and score well above the national average on college entrance exams.

Many people have chosen to live in Ramsey because of its rural character, wetlands, wildlife, parks, recreation and the housing choices. Ramsey is a mixture of farms, large-lot single family, urban single-family, and multi-family with a range of prices that appeals to a wide variety of families and individuals.

The City is expected to grow by approximately 10,000 people over the next 20 years. Economic Development continues to be a priority for our City. With nearly 7,000 employees working in Ramsey everyday, new industrial and retail growth may add an additional 5,000 employees over the next 20 years. We are proud of our commitment to attract economically and environmentally sound commercial development.

Ramsey is committed to manage future growth to provide a high quality of life, enhanced employment opportunities and a stable tax base. Looking ahead, our city is working toward retail and commercial growth that includes restaurants, shopping, entertainment and additional employment opportunities.



Our Values

Ethics and Integrity
Fiscal Responsibility
Cooperation and Teamwork
Open and Honest Communications
Excellence and Quality in the Delivery of Service
Treating People with Respect and Fairness
Adaptability and Continuous Learning

Our Vision

Ramsey will be a secure, citizen-driven, collaborative community that respects the balance and connectivity between its unique urban, rural and natural environments.

Our Mission

To work together to responsibly grow our community and to provide quality, cost-effective and efficient government services.

Our Objectives

Financial Stability
A Balance of Rural Character and Urban Growth
An Active and Connected Community
Smart, Citizen-Focused Government
An Effective Organization





Job Description

Deputy City Administrator / Community Development Director

Salary Range: 106,613 - 133,266

Reports To: City Administrator

This position is responsible for the planning, directing and coordinating the implementation of development policies that help shape a vibrant, sustainable community. In addition, the Deputy City Administrator works to provide cross functional administrative project leadership, capital development project administration, and management analysis for the organization and will be responsible for performing other administrative duties as assigned.

Essential Functions

- Provide Leadership to the Community Development Department, including the Planning, Economic Development and Building Safety Inspection Divisions.
- Assist the City Administrator with a variety of projects, especially strategic and capital planning projects.
- Serve as the Acting City Administrator in the absence of the City Administrator.
- Represent the City in a variety of settings, including as a liaison to land use developers, building contractors, real estate brokers and business owners.
- Coach projects through the Planning and Zoning approval process.
- Advance the City Council's strategic goals for community planning and economic development.
- Prepare, implement and monitor annual department budgets and work plans.

General Leadership

- Prepare Annual Budget and Work Plans for Planning Division, Economic Development Division and Building Inspection Division.
- Ensure that the Department Structure effectively delivers services consistent with the City Council's Strategic Plan.
- Provide support for Staff Liaisons for the Planning Division, Economic Development Authority (EDA) and Environmental Policy Board (EPB).
- Attend all City Council Meetings.
- Attend all EDA Meetings.
- Attend Planning Commission and EPB as needed.

Planning & Zoning Administration/Development Review

- Chair the Development Review Committee.
- Monitor and implement the City's Comprehensive Plan, including coordination with the Metropolitan Council.
- Manage long-range planning projects such as corridor plans and small area plans.
- Ensure that goals and metrics for Land Use Applications, Building Permits and Inspections meet the expectations of the community.
- Demonstrate planning skills of developing healthy, mixed-use residential strategies for a City.
- Research and keep abreast of economic trends; monitor local, state and federal legislation and regulations that impact community development.
- Provide timely issuance of building permits and completion of inspections to ensure code compliance.
- Negotiate and implement development agreements for new and redevelopment agreements including coordination of housing subsidy requirements, property acquisition, relocation efforts, site preparation, and others.
- Advance the City's housing goals and ability to assemble funding sources.

Economic Development

- Provide leadership and guidance to the Economic Development Manager in administering economic development goals and policies, including Tax Increment Financing (TIF), Revolving Loan Fund (RLF) and Business Retention and Expansion (BRE) Program.
- Maintain knowledge of available public and private financing resources including local bank financing, state assistance, and other funding sources.
- Oversee submittal of grant applications and other funding opportunities to further the city's development.

Special Projects & Public Finance

- Assist the City Administrator in Annual Strategic Planning Session.
- Assist the City Administrator with public facilities capital improvements implementation.
- Serve as Acting City Administrator in the absence of the City Administrator.
- Demonstrate knowledge of budgeting, accounting, and government financing, particularly capital improvement financing mechanisms

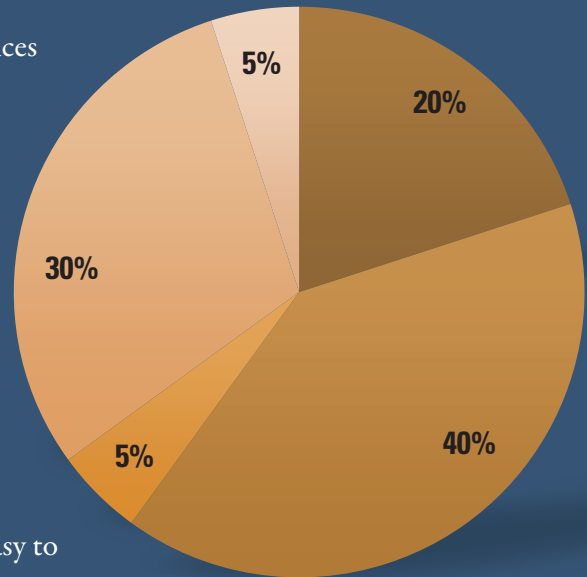
Code Enforcement

- Provide general support to Planning Staff related to the Senior Planner and/or his/her/their designee related to Code Enforcement Case management, Mediation and Resolution.
- Administer the Appeals Process to Notice of Violations.



Leadership Skills

- Proven effective delegation skills
- Proven ability to manage and execute policies and programs.
- Knowledge of management and operation's principles and practices as they apply to the public sector
- Ability to staff effectively; build a team whose members have complementary strengths
- Ability to recruit and maintain excellent employees; matching individuals to jobs
- Ability to anticipate long-term staffing needs
- Ability to communicate effectively orally and in writing with architects, contractors, developers, builders, residents, commercial business owners, the public, staff, Planning Commission and City Council
- Ability to prepare communication articles for website and The Resident Resident
- Ability to develop community development materials that are easy to read and informative
- Ability to execute outstanding client-driven services
- Ability to design/redesign processes that deliver cost-effective programs/services
- Proven experience of delivering timely and detailed submittal of review projects
- Proven negotiation skills
- Demonstrated decisive and effective decision making skills
- Demonstrated highly interpersonal skills; effectively listening and providing timely responses
- Ability to build relations; tolerance for differing points of view and personalities
- Ability to work effectively with staff and government agencies and strategic partners (Metropolitan Council, Anoka County, State Legislature, Minnesota Housing Finance Agency and others)
- Ability to comply with all reporting and statutory requirements



- **General Leadership**
- **Planning/Zoning Administration & Developmental Review**
- **Code Enforcement**
- **Economic Development**
- **Special Project Management**





Minimum Qualifications

- Bachelor's degree in Urban Planning, Land Use Planning, Public Administration, Business Administration or a closely related field and at least one of the following:
 - More than five years' professional experience in leading/managing development and marketing initiatives within a community
 - More than five years' experience related to Community Development, Planning/Zoning or Economic Development;
 - More than five years' experience in municipal planning and development.

Desired Qualifications

- Master's degree in Urban Planning or a closely related field and proven municipal planning or economic development experience.
- AICP (American Institute of Certified Planners)
- EDFP (Economic Development Finance Professional)
- CEcD (Certified Economic Developer) Certification

Conditions of Employment

- Must comply with organizational and department policies
- Valid State of Minnesota driver's license with a good driving record or the ability to obtain a Minnesota driver's license within 90 days. Traveling throughout the City for site inspections is required.

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

The City of Ramsey is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.