



The CITY OF BURNSVILLE
Invites applications for the position of:

COMMUNITY DEVELOPMENT ASSISTANT

An Equal Opportunity Employer

OPENING DATE: 12/28/2020

CLOSING DATE: 01/18/2021

STARTING SALARY: \$28.11 - \$30.26 hourly

SALARY RANGE: \$28.11 - \$35.06 hourly

DESCRIPTION: This position primarily provides technical and administrative support to Planning and Economic Development related activities in the Community Development Department. This includes coordinating, imaging and tracking development review applications and permits. Communicates routine information regarding zoning and subdivision criteria; provides technical support to planning/city staff including GIS and monitors escrows related to development projects and permits. This position also serves as the first point of contact for public inquiries, as the department's software and document administrator, and is responsible for updating the department website.

ORGANIZATIONAL VALUES:

Our values:	Your contribution:
Collaboration: we value people and perspectives	<ul style="list-style-type: none"> Works in partnership with all customers internally and externally. A results-oriented team player.
Innovation: we are on the leading edge	<ul style="list-style-type: none"> Proactive and creative in suggesting ideas to support department and citywide efforts.
Excellence: we expect the best	<ul style="list-style-type: none"> Self-motivated, confident, resourceful and a team player who uses sound judgment. Provides exceptional support and customer service to all.

ESSENTIAL JOB FUNCTIONS:

The most critical work to be done in the job.
<p>1. Provides excellent support to the public and internal staff.</p> <ul style="list-style-type: none"> Responds to questions, inquiries and data requests about zoning or subdivision information, current projects/programs or other planning or economic development related information from employees, residents, businesses and other stakeholders.

Serves as first point of contact for the public for planning and economic development.

- Assists the department staff with review of development applications.
 - Conducts research and analysis relative to current or past development proposals
 - Prepares comments as appropriate
 - Provides ongoing communication with the applicant, interested parties or internal staff regarding the status of applications.
 - Assist with preparation of staff reports, legal documents, and presentation materials including PowerPoints
 - Assist with assembly and distribution of agenda packets
- Coordinates and tracks development review applications. This includes assisting with receiving applications, preparing appropriate correspondence, routing applications, follow-up with reviewers/applicants, maintaining deadlines, tracking escrow hours, updating handouts, and maintaining organized computer files.
- Coordinates legal documents for required signatures and records documents with the County as appropriate.
- Processes invoices and check requests in coordination with the City Finance Department.
- Provides other administrative support as assigned.

2. Provides technical assistance to department staff and others.

- Reads, analyzes and interpret maps, aerial photos, survey data, legal descriptions etc.
- Serves as support staff to various committees and commissions as needed. This may include assisting with setting up the meeting, preparing invitations, meeting agendas, attending meetings to facilitate technology and record minutes, mailing public hearing notices, preparing minutes and providing administrative support as needed.
- Research planning and economic development items under the direction of department staff.
- Assists with tracking data and activities within Planning and Economic Development divisions.
- Responsible for document imaging for the department. This includes making sure all necessary documents are in each planning file and then scanning them into electronic document program files.
- Serves as Planning and Economic Development liaison for Community Development software administration.
- Assists the department with minor site inspections such as sign inspections and zoning permits for single family properties to insure compliance with approved plans.
- Reviews and issues permit such as temporary outdoor sales and tree removal permits

3. Assists the Department with effective communication using a variety of mediums.

- Monitors, edits and updates the Planning and Economic Development sections of the City website, handouts, brochures, e-newsletters, other public documents and marketing materials to ensure the accuracy of the information.
- Assists with the communication and distributing information related to the departments' activities, including mailings, website updates, social media, etc. Keep projects updated on City website (new development/business storyboard page).
- Creates GIS maps for City staff including location maps, special project maps, presentation maps and property owner lists. Work with GIS and IT staff and consultants to make sure Planning maps are current and special maps are produced as needed.
- Prepares legal notices for the Planning Commission and Economic Development Authority and send to legal newspaper. Send public hearing notices to residents in the surrounding area of the land use application or other community notifications as needed. Responsible for ensuring on-site public hearing notices are prepared and posted.
- Assists in preparing and distributing Planning Commission, Economic Development Commission, and City Council agenda packets.
- Assists with the coordination of special projects such as city sponsored workshops, tours, marketing materials and business events.

ENVIRONMENTAL CONDITIONS/PHYSICAL REQUIREMENTS:

Factors affecting how essential functions are successfully performed.

Work is performed primarily in a standard office environment that includes exposure to computer screens. Primary functions require:

- Sufficient physical ability and mobility to work in an office setting.
- Sit and answer phones/use computer equipment on a continuous basis.
- On a frequent basis must be able to stand, walk, sit, talk and reach with hands and arms.
- Occasionally lift bend, stoop and retrieve files and boxes weighing up to 25 - 30 pounds.
- Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
- Work with employees and/or the public that may be irritated or upset.

Occasional work is done out of the office performing site inspections, attending city events, or running errands. Work hours likely to include evening meetings or weekend events.

EDUCATION AND EXPERIENCE:

The knowledge, skill, and ability to do the essential functions of the job.

- Knowledge of planning and permitting processes, goals and objectives.
- Ability to analyze and interpret the comprehensive plan, zoning and subdivision regulations.
- Ability to analyze information and independently carry out assigned projects to completion within the specified timeline.
- Ability to research and compile information in an easy to understand manner.
- Ability to effectively work in a team environment and to maintain effective working relationships with City staff members, commission and committee members, citizens, property owners and developers.
- Ability to communicate effectively both orally and in writing.
- Ability to track department and project activities- well organized.
- Ability to handle multiple tasks effectively and work within strict deadlines.
- Ability to utilize technology- community development software, update web site, use social media, GIS, and online meeting platforms such as Zoom and Teams.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
Two years post-secondary education/training in planning, business, housing, economic development, legal, construction administration or related field
- Two years administrative support experience including tracking projects and interacting with the public.
- Proficiency working with computers, scanners, printers, Microsoft Office products, and online-virtual meeting software
- Excellent spelling, grammar and editing skills, and attention to detail
- Basic math skills
- Strong customer service skills
- Knowledge and experience using GIS

DESIRABLE QUALIFICATIONS:

- Local government or private sector experience in planning, housing, economic development, engineering, legal services or real estate
- Experience with software project management tracking systems
- Experience working with legal documents
- Knowledge and experience using social media

EXAMINATION:

- Training and Experience Rating
- Oral Interview
- Other testing as appropriate
- Must pass a drug test and background check

APPLICATIONS MUST BE FILED ONLINE AT:

www.burnsvillemn.gov/jobs

OUR OFFICE IS LOCATED AT:
100 Civic Center Parkway
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