



# CITY OF EXCELSIOR

339 THIRD STREET  
EXCELSIOR, MINNESOTA 55331  
TEL: 952-474-5233  
FAX: 952-474-6300

Dear City Planner Applicant:

The City of Excelsior would like to thank you for your interest in the City Planner/Receptionist position. Included with this letter are the application materials for this position, which should consist of the following documents:

- 1. A copy of the advertisement.** This is a copy of the advertisement for the position. Do not return this document, keep for your records.
- 2. An Application for Employment form.** Be sure to answer all questions and sign your application. If a question or section of this form does not apply, then write "N/A" in response to that question to indicate that it is Not Applicable. Applications that are not signed or contain blanks may be removed from consideration for incompleteness. Return this document.
- 3. A Veterans Preference Status Form.** Please be sure to complete this form and return it with your application. If the form is not completed preference points will not be applied. Return this document with your application.
- 4. A job description for the position.** This document is included to give applicants an idea of the type of duties that applicants would be responsible for. No action is required of you at this time related to this document. Do not return this document, keep for your records.
- 5. Benefits and Compensation.** The City would like applicants to have as much information as possible about the position. This will provide an outline of the benefits and compensation for this position. Do not return this document, keep for your records.
- 6. Returning Application Packet.** Please return your application packet (completed application, resume, Veterans Preference Status Form, and any other items you wish to submit for consideration for employment) to:

Ann Orlofsky, City Clerk  
City of Excelsior  
339 Third Street  
Excelsior, MN 55331-1809

**The deadline for applications is 5:30 p.m., CST, Monday, July 9, 2018.** If you have any questions regarding the position or application packet, you can contact me at (952) 653-3675 or [aurlofsky@excelsiormn.org](mailto:aurlofsky@excelsiormn.org).

Sincerely,

Ann Orlofsky  
City Clerk

## **City of Excelsior- City Planner**

The City of Excelsior is seeking a dynamic, well-rounded, community minded leader to be their next City Planner. Excelsior is a vibrant community with a historic downtown located on beautiful Lake Minnetonka. The City Planner is responsible for all planning and historic preservation activities for the City. The person sought will have exceptional communication skills and be citizen focused.

Candidates for the City Planner position will possess a Bachelor's degree in urban planning, urban studies, or a closely related field and a minimum of two years planning experience or the equivalent combination of education and experience. Preferred candidates will have a Master's degree and municipal government experience.

City Hall is open Monday-Thursday from 7:30 am to 5:30 pm and closed on Fridays; attendance at some evening meetings is required. Salary range is \$55,000- \$70,000 DOQ with a competitive benefit package. For a complete application packet, e-mail Ann at [aorlofsky@excelsiormn.org](mailto:aorlofsky@excelsiormn.org) or call her at 952-653-3675 or visit our website at [www.excelsiormn.org](http://www.excelsiormn.org). Completed application packets and resumes must be received by 5:30 pm CST on Monday, July 9<sup>th</sup>.



**City of Excelsior**  
**339 Third Street**  
**Excelsior, MN 55331-1809**  
**Phone (952) 474-5233**  
**Facsimile (952) 474-6300**

**The City of Excelsior seeks applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.**

The information requested on this application is being gathered for the purpose of evaluating your fitness and qualification for the employment you are seeking with the City of Excelsior. You are not legally required to provide any of the information requested, but failure to do so could adversely affect your chances of being hired. The information you provide may be provided to the City of Excelsior employees or other appointed or elected officials participating in the process of making a decision regarding the employment you seek. It may also be provided to third parties to the extent necessary to gather additional information relevant to an analysis of your application.

#### POSITION YOU ARE APPLYING FOR

Job Title: \_\_\_\_\_

#### CONTACT INFORMATION

Your name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Business Phone: (     ) \_\_\_\_\_

Cellular Number: (     ) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

#### EDUCATION

High School (Name): \_\_\_\_\_ Location: \_\_\_\_\_

Diploma  Other (Specify):  \_\_\_\_\_ Highest Grade Completed: \_\_\_\_\_

College Graduate? Yes  No  If no, give total credit received: \_\_\_\_\_

**NAME & ADDRESS OF SCHOOL, MAJOR COURSE OF STUDY, AND DEGREE RECEIVED**

Your Name if Different While Attending School: \_\_\_\_\_

Undergraduate College/University		Graduate School	
_____		_____	
Degree: _____		Degree: _____	
Pertinent Undergraduate Courses	Credits	Pertinent Undergraduate Courses	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**JOB-RELATED TRAINING AND COURSE WORK**

List any skills, licenses, and certificates which are related to the job you seek (including words per minute typing and computer software proficiency.)

**WORK EXPERIENCE**

Describe your work experience in detail, beginning with the most recent job. Include military service (indicate rank) and job related volunteer work, if applicable. Provide an explanation for any gaps in employment. **All information in this section must be complete. A resume may be attached, but not substituted for this section.**

1. Name of Present or Last Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Job Title: \_\_\_\_\_

Number Supervised: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Hours Per Week \_\_\_\_\_

May we contact this employer?    Yes  No

Job Duties (give details)

Reason for leaving:

2. Name of Present or Last Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Number Supervised: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Hours Per Week \_\_\_\_\_  
May we contact this employer?    Yes  No   
Job Duties (give details)  
  
Reason for leaving:

---

3. Name of Present or Last Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Number Supervised: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Hours Per Week \_\_\_\_\_  
May we contact this employer?    Yes  No   
Job Duties (give details)  
  
Reason for leaving:

---

4. Name of Present or Last Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Number Supervised: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Hours Per Week \_\_\_\_\_  
May we contact this employer?    Yes  No   
Job Duties (give details)  
  
Reason for leaving:

**NOTE TO APPLICANTS: DO NOT ANSWER THIS QUESTION  
UNLESS YOU HAVE BEEN INFORMED ABOUT THE  
REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes       No

**PLEASE READ THE FOLLOWING STATEMENTS**

**Authority to Release Information.** By my signature, I consent to the release of information to authorized officers, agents, and/or employees of the City of Excelsior which may include but not be limited to information concerning my past and present work, including my official personnel files, attendance records, evaluations, educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the City of Excelsior to make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organization, and all third parties from any and all claims of whatever nature that I may have as a result any inquiry or response given to such inquiries made in connection with my application for employment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Certification of Applicant:** By my signature, I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentation, falsification, or material omission of information or data on this application may result in exclusion from further consideration or, if hired, termination of employment. If I have requested herein that my present employer may not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF EXCELSIOR  
ADDENDUM TO APPLICATION**

**VETERANS PREFERENCE POINTS APPLICATION INSTRUCTIONS**

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points, you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veterans preference points. You are not required to supply this information, but we cannot award veterans points without it.

YOU MUST SUPPLY A COPY OF YOUR DD214. DISABLED VETERANS MUST ALSO SUPPLY FORM FL-802 OR AN EQUIVALENT LETTER FROM A SERVICE RETIREMENT BOARD. SPOUSES APPLYING FOR PREFERENCE POINTS MUST SUPPLY THEIR MARRIAGE CERTIFICATE, THE VETERAN'S DD214 AND FL-802 OR DEATH CERTIFICATE.

If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

**ARE YOU APPLYING FOR VETERANS BONUS POINTS?**     YES     NO

If you answered "YES", your DD214 or other documentation must be received no later than seven (7) calendar days after the application deadline for the position.

**VETERANS PREFERENCE POINTS APPLICATION**

Veteran \_\_\_\_\_ If spouse, veteran's name: \_\_\_\_\_

Self     Spouse

Branch of Service: \_\_\_\_\_ Period of Active Duty  
From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_ Date of Final Discharge: \_\_\_\_\_ Service No: \_\_\_\_\_

Are you receiving or eligible for a military pension?    Do you have a compensable service-related  
 YES     NO    disability?     YES     NO

Preference requested:     Veteran     Disabled Veteran  
                                          Spouse of Disabled Veteran     Spouse of Deceased Veteran

Your Preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than seven (7) calendar days after the application deadline for the position in order to guarantee that points are awarded in a timely manner.

Supporting documentation:     is attached     will be submitted within 7 days of application deadline.



## CITY OF EXCELSIOR POSITION DESCRIPTION

---

Position Title: City Planner  
Department: Administration  
Immediate Supervisor: City Manager  
Position & FLSA Status: Full-Time Exempt  
Date of Latest Revision: August, 2014

### **POSITION SUMMARY**

The City Planner exhibits discretion and independent judgment while completing a variety of policy development and permit review assignments involving relatively complex legal, community, and technical issues. Works with property owners, developers, and contractors to facilitate successful development projects that are compatible with the City's Comprehensive Plan and are in conformance with the City Code.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(including but are not limited to the following)*

1. Coordinates, prepares, and distributes agendas and packets for Planning Commission and the Heritage Preservation Commission; publishes legal notifications; takes minutes or arranges for recording secretaries for Planning Commission meetings; coordinates and/or participates in the preparation of meeting minutes and official documents.
2. Performs comprehensive reviews on a wide range of complex variance, conditional use permit, subdivision, PUD, and other land use applications for compliance with the City Codes, polices, procedures, design and development standards as set forth in adopted ordinances, the Comprehensive Plan, and state and federal regulations.
3. Prepares staff reports of environmental, planning, zoning and other development issues and makes presentations before the Planning Commission, the Heritage Preservation Commission, the City Council, and other public forums as directed.
4. Responds to inquires from the public regarding City information, planning and zoning questions, property records, and complaints regarding code violations.
5. Provides follow-up on applications, including written and verbal communication with applicants, developers, engineers, architects, realtors, attorneys, and property owners. Assesses and verifies site conditions by field inspections, as required. Reviews site improvements in the field for conformance with approved plans.



6. Drafts resolutions for review by the City Attorney and approval by the City Council.
7. Drafts letters, reports and memoranda for management, in response to requests from the City Council, City Manager, applicants and interested citizens regarding development applications and planning and zoning issues.
8. Serves as lead staff member on complex development applications, including but not limited to: subdivisions, commercial, and multi-family residential developments.
9. Identifies and develops amendments to the Zoning and City Codes as necessary, and prepares reports and draft ordinances for consideration by the Planning Commission, the Heritage Preservation Commission, and the City Council. Responsible for amendments of the Comprehensive Plan and other long-range planning documents in a manner consistent with City policies and State laws.
10. Reviews building, mechanical, plumbing, and sign permits for compliance with City requirements and issues approval.
11. Performs miscellaneous tasks: provides routine information to the public; administers storage of maps, plans, and files; conducts research of City records when needed; issues various licenses and permits; and assist the IT coordinator.
12. Assists in updating/maintaining records for cemetery lots.
13. Effective and respectful communications and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.
14. Monitors activities of state, regional, and local agencies and organizations and participates when appropriate in preparation of policies which affect local decision making.
15. Represents City on task forces, committees, or meetings involving planning issues.
16. Performs other related duties as directed by City Manager or apparent.

## **ESSENTIAL TECHNICAL COMPETENCIES**

### **Knowledge of...**

- The City's overall operations and structure, ordinances, and policies.
- Building and fire codes and relevant federal and state laws/rules/regulations.
- The operation of computers, software packages, and typical office equipment.
- English, spelling, arithmetic, and vocabulary.

## **Ability to...**

- Provide quality verbal, graphic, and written communications.
- Establish and maintain effective working relationships with other employees and the general public, and to work constructively toward resolving community issues with courtesy.
- Work cooperatively in a team environment.
- Ability to organize and manage multiple projects and establish priorities to effectively work under pressure and meet challenging deadlines with minimal supervision.
- Demonstrate knowledge of and ability in all phases of planning, including comprehensive planning, zoning, and subdivision ordinance administration.
- Thorough understanding and command of municipal land use planning regulations, and federal, state, county, regional, and watershed requirements.
- Use Geographical Information Systems in land use and planning applications.
- Possess a strong interest in the preservation of natural resources.
- Apply the City's strict development regulations assertively and uniformly with tact and diplomacy.
- Exercise sound judgment in making recommendations and implementing the City's land use regulations.
- Make decisions in accordance with established policies and procedures.
- Prepare records, reports, and forms with considerable attention to detail.
- Gather a large amount of data and information effectively and efficiently.
- Maintain accurate and complete records.
- Plan, organize, and coordinate various meetings and activities.
- Operate various office equipment, including but not limited to: computer, copier, calculators, and fax.
- Operate a telephone, hear and understand callers, and respond orally with appropriate information.
- Maintain confidentiality of communications, documents, and other matters as appropriate.
- Handle numerous interruptions, switch from task to task, and focus on task at hand.

## **TYPICAL WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS**

- Work is performed in typical office environment with extended periods of sitting and prolonged use of computer and related equipment. The employee occasionally works in outdoor weather conditions. The noise level in the work environment is usually moderate.
- Ability to physically perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee frequently is required to use hand to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **SELECTION CRITERIA TO QUALIFY FOR THIS POSITION**

### **Required Job Qualifications:**

- Bachelor's degree in Urban Planning or related field.
- At least two years responsible related experience in municipal planning, site design, project management, and environmental review, or equivalent combination of education and experience.

### **Desirable Qualifications:**

- Master's degree in a job related field.
- Knowledge of municipal and zoning codes/ordinances and procedures.

*Employee Signature and Date:* \_\_\_\_\_

*Supervisor Signature and Date:* \_\_\_\_\_