

Dear Applicant:

The City of Excelsior would like to thank you for your interest in the Senior Planner 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:

Nalisha Williams, Administrative Services Director
City of Excelsior
350 Highway 7, Suite 230
Excelsior, MN 55331-1809

The applications will be reviewed as we receive them. If you have any questions regarding the position or application packet, you can contact me at (952) 653-3675 or nwilliams@excelsiormn.org.

City of Excelsior- Senior Planner

The City of Excelsior is seeking a dynamic, well-rounded, community minded leader to be their next Senior Planner. Excelsior is a vibrant community with a historic downtown located on beautiful Lake Minnetonka. The Senior Planner will provide support for the review and issuance of building permit applications, zoning applications, heritage preservation permit applications, assists with code enforcement, and staffing the Planning Commission and Heritage Preservation Commission. The person sought will have exceptional communication skills and be citizen focused.

Candidates for the Senior Planner position will possess a Bachelor's degree in urban planning, community development, 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 knowledge of municipal ordinances and procedures.

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. The hourly rate for this position is \$31.25 - \$37.50 per hour depending on qualifications with a competitive benefit package. For a complete application packet, e-mail Nalisha at nwilliams@excelsiormn.org or at 952-653-3675. This position is open until filled with the first review of applications on April 11, 2024.



City of Excelsior
350 Highway 7, Suite 230
Excelsior, MN 55331-1809
Phone (952) 474-5233

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?

☐ YES ☐ NO

Do you have a compensable service-related

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.



POSITION DESCRIPTION

Position Title:	Senior Planner
Department:	Community Development
Immediate Supervisor:	Community Development Director
Position & FLSA Status:	Full-Time Non-Exempt
Date of Latest Revision:	March 2024

POSITION SUMMARY

This is a Senior Planner position in the City of Excelsior which is a small community with residential neighborhoods and a historic downtown. The community is working to preserve its historic character while evolving as a unique place to live, work, and visit. The Planner provides an opportunity to work on a wide variety of planning and heritage preservation topics with a small team including the Community Development Director, Assistant City Manager, and City Attorney. This position works directly with the public and provides support for the review and issuance of building permit applications, land use applications, heritage preservation permit applications, assists with code enforcement, and researches topics relevant to these areas. This position assists in staffing the Planning Commission and Heritage Preservation Commission, which involves writing staff reports, communicating with applicants, and presenting at meetings. The best fit for this position is someone who is a self-starter, likes to work as part of a team, has excellent writing and analytical skills, and likes working with members of the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES (included but are not limited to the following)

1. Provide staff support to the Planning Commission including writing staff reports, preparing and distributing agendas and packets, publishing legal notifications; preparing minutes and official documents.
2. Acts as the primary staff liaison to the Heritage Preservation Commission; including writing staff reports, preparing and distributing agendas and packets, publishing legal notifications; preparing minutes and official documents. Support will be provided as needed especially during the Senior Planner's training-in period.

3. Assist with the review and processing of zoning applications and heritage preservation applications, working closely with resident and business applicants.
4. Assist with the review and issuance of all building permits to ensure zoning code compliance and issue approvals. Assist with tracking system for building permits. Work closely with building official and Excelsior property owners and businesses.
5. Answer inquiries from the public, by phone, email and in-person, related to land use applications, the heritage preservation and zoning ordinances, active planning projects, upcoming Planning Commission and Heritage Preservation meeting agenda items, and other questions.
6. Work with Code Compliance Officer to ensure city code provisions are met. Perform code enforcement activities including evaluating complaints of potential City and Zoning Code violations, applying code provisions, working towards resolution with property owners, issuing citation letters, maintaining a tracking system , and creating reports as needed for City Council.
7. Research, compile, analyze and organize information from a variety of sources, including Hennepin County property database, zoning ordinances of similar cities, best practices, and local and national planning resources for use in staff reports and other projects.
8. Participate in small area planning projects, and other longer term planning initiatives.
9. Participate in the preparation of new and amended zoning ordinances and policies based on direction from the Planning Commission, Heritage Preservation Commission, City Council, and/or Community Development Director or Assistant City Manager.
10. Perform other duties as assigned including, but not limited to help manage ongoing storage system of maps, plans, and property files; support ongoing migration of property files to electronic format, conduct research of City records as needed.

ESSENTIAL TECHNICAL COMPETENCIES

Knowledge of and Interest In...

- Planning concepts, including comprehensive planning, small area planning, policy implementation, the application of zoning ordinances and subdivision regulation, architectural design, housing and economic development trends, .
- Heritage Preservation concepts/principles including practices for identifying, protecting, preserving and enhancing historic resources including residential structures, commercial structures and downtown districts, landscapes, and objects with historic and cultural significance.

Ability to...

- Provide high quality verbal, graphic, and written communications.
- Learn and use Municipal planning and zoning statutes, ordinances, operations, and policies.
- Establish and maintain effective working relationships with other employees and the general public and work constructively toward resolving community issues.
- Work cooperatively in a team environment.
- Organize and manage multiple projects and establish priorities to effectively work under pressure and meet challenging deadlines.
- Understand the use of Geographical Information Systems (GIS) in land use and planning applications.
- Possess a strong interest in issues associated with the preservation of community resources and character.
- Apply the City's development regulations assertively and uniformly with tact and diplomacy.

- Exercise sound judgment in making recommendations and implementing the City's land use regulations.
- Prepare and maintain accurate and complete records, reports, and forms with considerable attention to detail.
- Gather a large amount of data and information effectively and efficiently.
- Plan, organize, and coordinate various meetings and activities.
- Maintain confidentiality of communications, documents, and other matters as appropriate.
- Work in a dynamic fast paced environment
- Operate computers, software programs, and typical office equipment.

TYPICAL WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in a typical office environment with extended periods of sitting and prolonged use of computer and related equipment. The employee occasionally works in outdoor weather conditions. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

SELECTION CRITERIA TO QUALIFY FOR THIS POSITION

Required Job Qualifications:

- Bachelor's Degree in planning, urban and regional studies, community development, or related field.
- At least one year of work and/or internship experience in municipal planning or related field.

Desirable Qualifications:

- A Masters or other post graduate degree in Planning or related field.
- Knowledge of municipal ordinances and procedures, including zoning and historic preservation ordinances.

Employee Signature and Date: _____

Supervisor Signature and Date: _____

Benefits

Probationary Period: Six months; other than vacations that have already been scheduled, vacation and sick leave may be used after satisfactory completion of the probationary period.

Health Insurance: The City pays 100% of single coverage and 60% of the total premium for family coverage. The City will also deposit \$1,250 in your Health Savings Account (HSA) on July 1st. The City offers a stipend for opting out of health insurance that is based on the amount of the HSA deductible, which is currently \$2,500 paid bi-weekly with payroll.

Dental Insurance: The City pays 100% of single coverage.

Life Insurance: The City purchases \$10,000 worth of life insurance for each employee; you may purchase additional coverage.

Vacation Pay: 80 hours per year (3.08 hours per pay period). This amount increases with longevity.

Sick Leave: One day per month (3.70 hours per pay period).

Holidays: Thirteen paid holidays plus one floating holiday.

Associations: The City pays for your annual dues to any relevant associations (contingent on budget, requires annual approval by the City Manager).

Education: The City agrees to support a reasonable annual budget for professional development and continuing education.