



City of Pine City

Community Development

Director/Planner

The City of Pine City is seeking its next Community Development Director/Planner. Pine City is a Statutory Plan A City. The City Council is comprised of five members serving staggered four-year terms, including a two-year term Mayor. The City has 15 full-time employees under the direction of the City Administrator. The City has a 2016 city-wide budget of approximately \$3,614,100.

City Demographics



County.....Pine County
Population (estimated).....3,200

Pine City is a growing and prosperous community with outstanding community service. Pine City's citizens are hardworking and have a great volunteer spirit. The community is conveniently located 85 miles south of Duluth and 65 miles north of Minneapolis-St. Paul. Pine City is the county seat of Pine County and is the largest city in the county. Pine County's estimated population is 30,000.



The basis of the economy is manufacturing, service-oriented work and agriculture. A vibrant downtown business district, with three shopping centers (Pine Plaza, Evergreen Square and Northridge Center), provide consumers with all types of goods and services.

City of Pine City Mission Statement

To serve the Pine City community in a friendly, efficient manner while promoting growth, now and in the future. We will provide city services with expertise, dedication, compassion, and respect through a commitment to unity and teamwork.





Education and Health Care

Pine City is served by the Pine City Elementary School, Pine City Area Learning Center, Pine City High School, and Pine Technical and Community College. Healthcare services are provided by Fairview Clinic-Pine City and FirstLight Health System. Both offer primary and specialty care services in Pine City.

Quality of Life

Pine City is an excellent place to enjoy Minnesota. It is a woodsy getaway just north of the Minneapolis-St. Paul Metropolitan Statistical Area. Nestled near the forests on the banks of the meandering Snake River and the 938-acre Cross Lake, Pine City is a recreational haven appealing to virtually all types of outdoor enthusiasts. Water lovers will also find activities on the 1,536-acre Pokegama Lake to the west or the St. Croix National Scenic Riverway to the east. There are 82 lakes of various sizes located primarily within Pine County. Area residents and visitors also enjoy hiking, biking, camping, cross country skiing, four-wheeling, snowmobiling, and other outdoor activities because of the proximity to Chengwatana State Forest, Nemadji State Forest, General C.C. Andrews State Forest, and the St. Croix State Park. Pine County is host to St. Croix State Park, one of the largest state parks in Minnesota, and Banning State Park. Outdoor enthusiasts are often charmed by the special appeal that the Chengwatana Forest has to offer. The Chengwatana State Forest boasts three rivers flowing through its 29,000 acres of land. Located just west of Pine City is North West Company Fur Post operated by the MN Historical Society. The Fur Post offers visitors a look at the adventures in fur trading from the 1800's with an authentic reconstruction of a wintering post on its original site.

Economic Development Authority

The Pine City Economic Development Authority (EDA) seeks to improve the economic conditions of Pine City. Focusing on appropriate commercial and industrial development; the EDA works to establish a higher tax base and additional job opportunities for the citizens of Pine City. The EDA owns shovel ready industrial sites and provides resources and tools, including loans and grants to support development.



GPS 45:93

The GPS 45:93 is a regional economic development consortium and non-profit organization dedicated to growing and attracting businesses with high paying jobs to the 5-County region of East Central Minnesota including Pine County. The Community Development Director serves as the City's GPS 45:93 representative and assists as a volunteer member.



Community Development/Planner

Position Description

Department: Community Development

Supervisor: City Administrator

Work Days: Generally Monday—Friday, 8:00am—4:30pm
and some evening meetings

FLSA Status: Exempt

Union Status: Non-Union



Primary Objectives of Position

The Community Development Director/Planner directs and coordinates the activities of the Community Development department which is responsible for planning, zoning, community and economic development, and building administration. They work with the City Administrator and other department supervisors to ensure compliance with the City's policies, goals, and programs designed to achieve interdepartmental communication and cooperation.

Community Development Director/Planner Position



Duties

These examples are intended to be illustrative of the various duties falling within the responsibilities of the Community Development Director/Planner:

1. Oversees the preparation, maintenance, and implementation of the City's Comprehensive Plan.
2. Review and update zoning, shoreland management, and subdivision ordinances.
3. Review ordinances as they pertain to Community Development and recommend updates.
4. Prepare staff reports including findings of fact for zoning, land-use applications for review, and action by the Planning Commission and City Council.
5. Serve as the staff liaison to the Planning Commission and Economic Development Authority.
6. Provide information and assistance to existing and potential business and industries to promote locating, relocating, or expanding within the City; evaluate current economic development programs and strategies to assure their effectiveness.
7. Prepare public hearing notices for Planning Commission and City Council meetings for official city newspaper publication; send notices to adjacent property owners within satisfactory timelines.
8. Provide guidance to the public on zoning inquiries, platting requirements, and on each of the various planning and zoning procedures.
9. Meet with public officials, developers, and the public regarding development plans and land use.
10. Facilitate development of housing projects and review projects for conformity with applicable City ordinances and comprehensive plan.
11. Record necessary documents with Pine County.
12. Conduct and assist with code enforcement activities by receiving/recording complaints, investigating complaints and documenting findings, notifying property owners of violation, and initiate abatement measures as required. Ensure that an accurate record of code enforcement complaints, violation, abatement, and other activities is kept.
13. Ensure compliance with applicable economic development program reporting requirements.
14. Gather and analyze economic and environmental studies, censuses, and market research data.
15. Attend and participate in meetings which may be held in the evenings or on weekends as requested by the City Administrator.
16. Administer the City's GIS (geographic information system) database.
17. Maintain confidentiality of communications and information obtained by the City.
18. Directs the development of and monitors performance against the annual department budget and the City's Capital Improvement Plan budget.
19. Develops strategies for marketing and redeveloping property with the City.
20. Assists in the preparation and administration of local, state, and federal funding programs.
21. Assist with the production of the City's quarterly newsletter.
22. Presents recommendations to the Planning Commission, Economic Development Authority, and City Council.
23. Provides data to businesses in areas of financing, taxes, markets, land and facility availability, and demographics.
24. Coordinates the sale and purchase of City property for economic and community development purposes.

Community Development Director/ Planner Position



Supervisory Authority

The Community Development Director/Planner is the direct line of authority for the Community Development Department. In the instance of employee discipline the Community Development Director/Planner will follow policies as described in the Personnel Policy.

Required Job Knowledge, Skill and Abilities

- Knowledge of site planning principles and design objectives.
- Knowledge of the intent and purpose of city planning principles.
- Knowledge of zoning and building codes, subdivision regulation administration, and environmental regulations.
- Knowledge and understanding of local, state and federal economic development programs.
- Working knowledge of the principles, practices, purposes, scope and techniques of comprehensive planning; research methods and sources of data; land use and zoning; and state statutes and local laws as they relate to planning, zoning, and economic development.
- Keep accurate and complete records and files.
- Ability to operate various office and field equipment.
- Ability to communicate effectively in a courteous manner, both orally and in writing, with city staff, state and county officials, elected officials and the public as needed.
- Ability to prioritize daily tasks and special projects to ensure accuracy and timely completion.
- Ability to take accurate notes of meetings and prepare reports or minutes.
- Ability to lift and carry objects weighing up to 20 pounds.
- Ability to multi-task and plan according to priority.
- Ability to handle confrontational situations with tact.
- Ability to make effective presentations and facilitate public discussion.
- Ability to conduct field investigations throughout the year and during all weather conditions.
- Ability to research and successfully submit grant applications.
- Solid departmental management ability.



Community Development Director/ Planner Position

Minimum Qualifications

Candidate should possess bachelor's degree in planning, urban studies or related field; possess a valid Class D driver's license; and have a minimum of three (3) years of municipal planning experience.

Desired Qualifications

Experience with ArcView, Datavue, or similar GIS programs.
Masters degree in planning, urban studies, or related field.

Other

This position description may be changed or updated at any time at the discretion of the City Council. The position description is intended to be reflective of the general duties of the Community Development Director/Planner but is not an exhaustive list of all duties assigned.



Application Process

Position.....City Community Development Director/Planner
Starting Salary Range..... \$49,025-\$59,530 based on qualifications, plus benefits including: health, dental and life insurance, retirement, PTO, holidays, long term disability, optional AFLAC and deferred compensation.

Applications due by: Thursday, October 6, 2016

For information and required application packet contact:

City of Pine City
315 Main St. S., Ste. 100
Pine City, MN 55063,
(320)629-2575, Ext. 101, admin01@pinecitygov.com

Or see the City's website at www.pinecity.govoffice.com

Position is open until filled. All applications are required to supply a cover letter, resume, and job application. The process may include initial screening, formal interviews, group interviews or on-site meetings.

Pine City is an Equal Opportunity Provider and Employer

