



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation
@duluthmn.gov

DATE: October 1, 2024
TO: Civil Service Board
FROM: Aimee Ott
Human Resources Generalist
SUBJECT: New Job Classification of Land Use & Community Development Supervisor

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF LAND USE & COMMUNITY DEVELOPMENT SUPERVISOR.

Background Information/Summary of Job

The new job classification of Land Use & Community Development Supervisor was approved by the Civil Service Board at the meeting on August 6, 2024. Since that time, the job description has been amended to lower the minimum Education & Experience Requirements. The classification is being created to assist the Manager of Planning & Development in supervising, organizing, directing, and coordinating the work activities of Land Use and Community Development. Perform the duties of the Land Use Supervisor as authorized in the UDC Chapter 50-1. Provide direction and perform complex reviews to ensure development projects are in conformance with Comprehensive Plan. Supervise the planning, development, and administration of rehabilitation and development projects or on-going programs in such fields as zoning and land use, community and economic development, housing, preservation, comprehensive, and environmental planning.

The changes to the proposed job description were discussed at length with the Supervisory Union, and they are supportive.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Land Use & Community Development Supervisor.

Land Use & Community Development Supervisor

SUMMARY/PURPOSE

To assist the Manager of Planning & Development in supervising, organizing, directing, and coordinating the work activities of Land Use and Community Development. Perform the duties of the Land Use Supervisor as authorized in the UDC Chapter 50-1. Provide direction and perform complex reviews to ensure development projects are in conformance with Comprehensive Plan. Supervise the planning, development, and administration of rehabilitation and development projects or on-going programs in such fields as zoning and land use, community and economic development, housing, preservation, comprehensive, and environmental planning.

SUPERVISION RECEIVED

The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects, and work to be done.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage employee performance, and provide training, coaching, and mentoring for employees.
2. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
3. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
4. Perform or assign complex reviews of land use related actions to assess immediate and long-term effects on adjacent and citywide land uses, transportation, housing, recreation and economics in the City.
5. Identify and apply relevant statutes, ordinances, or regulations in response to specific questions or conditions; respond to questions and provide information to the public; provide explanation of and negotiate application requirements and issues; and make recommendations accordingly.
6. Plan, develop, and administer programs and projects to address identified community and housing needs within the City of Duluth.
7. Act as project lead for complex programs and development projects, including preliminary negotiation and overall project or program coordination, and in so doing, establishing professional relationships with developers, service professionals, and non-profit partners.
8. Formulate recommendations in the form of written and verbal reports to Planning Commission, City Council, and others as directed.
9. Draft ordinances and resolutions for City Council consideration and present specifics at Council meetings.
10. Conduct public meetings and arrange or provide staff services for public boards, commissions, and committees.
11. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
12. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
13. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
14. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
15. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. Bachelor's Degree in Business Administration, Planning, Urban Development, Social Science, Geography, or a related professional field, and ~~five~~ **four (54)** years of related professional experience; OR a minimum of ~~nine~~ **eight (98)** years of related education and/or full-time, verifiable professional administration of land use regulations experience.
- B. Three (3) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.

2. License Requirements

- A. Possess and maintain a valid Minnesota Class D driver's license or privilege.

3. Knowledge Requirements

- A. Thorough knowledge of general principles and practices of municipal administration, land use planning, zoning, urban design, natural resources identification and processes, environmental review, and comprehensive plan implementation.
- B. General knowledge of federal and state legislation and programs related to rehabilitation and development planning in community or business development.
- C. General knowledge of accepted principles and practices of business communications, recordkeeping, and report preparation.
- D. General knowledge of the principles and practices of technical research and analysis.
- E. Working knowledge of computer applications including word processing, spreadsheet, digital photography, email, internet, and retrieval of GIS data.
- F. Working knowledge of statistics and development research and data analysis.
- G. Knowledge of problem-solving and conflict-resolution techniques.
- H. Knowledge of applicable safety requirements.
- I. Knowledge of, or the ability to learn, City policies and procedures.
- J. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- K. Knowledge of effective leadership and personnel practices.
- L. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
- M. Knowledge of budgetary, and management principles, practices, and procedures.
- N. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

4. Skill Requirements

- A. Skill in interpreting laws, regulations, policies, procedures, maps, specifications, graphs and statistical data related to municipal planning.
- B. Skill in making clear and persuasive oral presentations, sometimes to unreceptive audiences.
- C. Skill in establishing and maintaining cooperative partnerships and effective working relationships with those contacted in the course of work.
- D. Skill in preparing clear, concise and complete technical documents, reports, and correspondence using accepted business writing principles.
- E. Skill in handling public and media relations.
- F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- G. Skill in managing one's own time and the time of others.
- H. Skill in completing assignments accurately and with attention to detail.
- I. Skill in mediation and dispute resolution.

- J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- K. Skill in motivating, developing, and leading people.

5. Ability Requirements

- A. Ability to become proficient with and administer pertinent federal, state, and local laws and regulations, including Duluth Comprehensive Plan, Duluth zoning ordinance, Duluth subdivision regulations, Duluth sign ordinance, Duluth water resource management ordinance, Minnesota Comprehensive Planning Act, Minnesota Wetland Conservation Act, rules of Minnesota Board of Water & Soil Resources, Environmental Quality Board, and wetland impact rules of U.S. Army Corp of Engineers.
- B. Ability to communicate clearly, concisely, and effectively, both orally and in writing for lay and professional audiences.
- C. Ability to operate office equipment including fax, copier, computer hardware, and computer software including word processing, spreadsheet, digital photography, email, internet, and retrieval of GIS data.
- D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- E. Ability to communicate and interact effectively with members of the public.
- F. Ability to communicate effectively both orally and in writing.
- G. Ability to recognize, analyze, and problem-solve a variety of situations.
- H. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- I. Ability to handle difficult and stressful situations with professional composure.
- J. Ability to establish goals and objectives.
- K. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- L. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- M. Ability to manage a budget and work within the constraints of that budget.
- N. Ability to enforce safety rules and regulations.
- O. Ability to maintain confidential information.
- P. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- Q. Ability to exercise sound judgment in making critical decisions.
- R. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
- S. Exhibits leadership qualities of dependability and accountability.
- T. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR:	Union: Supervisory	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:
FLSA Exemption Type: Administrative				