

**TO PROSPECTIVE APPLICANTS FOR THE
CITY OF MEDINA CITY CLERK/ASSISTANT TO CITY
ADMINISTRATOR POSITION**

Application materials required for this position include the following items:

- Cover Letter
 - One-page, single-spaced. Include a statement or paragraph addressing why you would be the best candidate for this position.
- Resume
- Completed Application
- Supplemental Application
- Veteran's Preference Form

The application will be disqualified if any of the above information is not submitted or is incomplete.

MINIMUM QUALIFICATIONS FOR POSITION

- Bachelors degree in Office Administration, Public Administration, Business Administration, Community Development, Public Relations or related field.
- One-year of general administrative experience in a local government setting involving public contact, internships, coordinating files, facilitating/managing projects, processing technical documents.

- **DESIRABLE QUALIFICATIONS**

- Two years of responsible municipal experience involving general administration, public relations, project management.
- Experience in assisting with or coordinating elections.
- Completion of Minnesota Municipal Clerks Institute training and certification.

The application will also be disqualified if the applicant does not meet the minimum qualifications for the position listed above. Finalists will be required to produce transcripts prior to appointment.

Deadline for Application Packets: Must be received at City Hall no later than 4:30 p.m., **Monday, December 13, 2021.**

Mail completed application to:

Scott Johnson
CITY OF MEDINA
2052 County Road 24
Medina, MN 55340-9790

or

Email completed application to: scott.johnson@medinamn.gov

Questions regarding the materials or hiring process should be directed to:

Scott Johnson, City Administrator at (763) 473-8840 or scott.johnson@medinamn.gov

Projected Hiring/Appointment Timeline

- December 13 – Application Deadline at 4:30 p.m.
- Late December – Review/Scoring of Applications
- Early January – Interviews
- Mid-January – 2nd Round of Interviews
- Late January – Background/Reference Checks
- Early February – Preliminary/Contingent Offer/Acceptance of Recommended Appointee
- February 15 – City Council Appointment of Recommended Appointee
- March 7 – Preferred Starting Date of Appointee

Profile of the City of Medina

The City of Medina has been an incorporated city since 1974 and has a population of about 6,000 people. The community continues to experience rural-residential, urban-residential, and commercial growth in what has historically been a fairly predominant rural setting. Most of Medina's commercial and higher-density residential growth is guided to progress along the Trunk Highway 55 Corridor. Medina consists of 26 square miles, with approximately 28% of the land cover consisting of water (wetlands, lakes, etc.).

Twenty-six full-time employees are employed by the City of Medina. The City Administrator is the chief administrative officer for the City. Four Department heads report to the Administrator, including the Public Works Director, Planning Director, Finance Director and Police Chief/Public Safety Director.

The administrative staff consists of the City Administrator, City Clerk/Assistant to City Administrator and a shared part-time Administrative Assistant with Finance.

Summary of Benefits and Wages

The City believes strongly in attracting and retaining quality employees. The starting salary for this position is competitive to other cities ranked in our class size, at \$64,043.20 to \$87,297.60 per year, DOQ. In addition, Medina offers one of the richest, best benefit packages amongst cities within our class size. The City pays 100% of the health insurance premium for full-time employees electing single coverage and up to \$1,753 per month for full-time employees electing family coverage in the 2022 plan year. Additionally, the City contributes \$3,000 annually toward the employee's HRA or HSA account. The City also pays for 100% of the single and family dental policy and pays a life insurance premium for a \$30,000 term life policy. Retirement plan is contributed through MN PERA (Public Employee Retirement Association).

City of Medina Position Description
CITY CLERK/ASSISTANT TO CITY ADMINISTRATOR

Position Title: City Clerk/Assistant to City Administrator
Department: Administration
Supervisor's Title: City Administrator

Pay Grade: Step 5-6, DOQ
FLSA Status: EXEMPT
Work Status: Full-time

PRIMARY OBJECTIVE OF POSITION

Provides administrative support to the City Administrator. Serves as City Clerk. Coordinates elections. Issues solicitor permits, special event permits, tobacco licenses and liquor licenses. Maintains files of personnel, contracts, projects, resolutions, ordinances, city code and other documents for general city administration. Prepares a variety of documents including internal and external newsletters, meeting and information packets, reports, memos, and surveys. Administers projects primarily under the oversight of the City Administrator.

ESSENTIAL FUNCTIONS OF POSITION

- Acts as City Clerk; duties including but not limited to issuing solicitor permits, special event permits, tobacco licenses and liquor licenses, and notarizing public documents.
- Acts as City liaison for the Hamel Community Building; communicates with the Hamel Lions. Works at keeping the operating agreement and rental agreements current. Answers questions by the general public relating to the community building.
- Acts as Recycling Coordinator for the City by attending quarterly Hennepin County meetings, compiling tonnage reports, applying for annual SCORE funds, and responding to public concerns.
- Acts as the City's primary IT and communications contact and facilitates trouble-shooting or other system errors with City's contracted consultant.
- Acts as a receptionist for city hall including answering phones and in-person requests for information, greeting and referring citizens to proper source.
- Assists in preparation of department correspondence and memos for City Administrator; assists with the preparation and mailing of information packets and agendas.
- Creating, printing, and distribution of the Annual Report, *Medina Message*, and intra-office newsletter.
- Provides Human Resource functions such as administering employee benefits, COBRA, non-discrimination testing, GASB 45 actuarials, onboarding new staff, and hiring processes.
- Assists in coding bills and annual budget planning for various administration department accounts.
- Attends meetings as needed and provides staff support including recording minutes.
- Coordinates the City elections including preparing notices, arranging for printing of City ballots, election training, recruitment of judges, staffing polling sites and administering absentee ballots.
- Maintains personnel files, while being aware of the data privacy act.
- Maintains the city code book and updates the City Clerks official copy and the website updated at all times. Coordinates the distribution of codebooks and updated sections as needed.
- Maintains city ordinances, resolutions, and city council minutes.
- Maintains the distribution of the City of Medina's Personnel Policies to all employees.
- Maintains the filing system for contracts and other permanent documents.
- Maintains address database of all Medina residents.
- Oversees and assembles City Council packets including agendas, minutes, memorandums and attachments.
- Maintains the city website and social media with current events, announcements, and agendas.
- Acts as City liaison for the German Liberal Cemetery and all related responsibilities.
- Performs secretarial and clerical duties for Administration functions including: typing, word processing, contract management, certificates of insurance management, prepares public

City of Medina Position Description
CITY CLERK/ASSISTANT TO CITY ADMINISTRATOR

notices/hearings, mailing documents, copying, maintaining files, and preparing routine correspondence.

- Plans and coordinates community events and intra-office functions.
- Prepares the Council Chambers for meetings and cleanup following the meeting.
- Provides verbal, written, or electronic correspondence to consultants and colleagues.
- Provides clean and professional work office and atmosphere for Administration areas of work.
- Represents the City of Medina professionally in a tactful manner that commands respect of the public, contractors, developers and others.
- Responds to public data requests.
- Serves on the Safety Committee and coordinates OSHA forms, first reports of injury, and workers compensation claims.

OTHER DUTIES AND RESPONSIBILITIES

- Facilitates work with city interns or part-time employees under guidance of supervisor.
- Performs other duties as delegated by supervisor or apparent.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.

HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of general municipal operations, City policies and procedures.
- Knowledge of, and skill in, the correct use of English in business writing.
- Knowledge of guidelines/practices related to records retention.
- Knowledge of data privacy and open meetings law requirements.
- Knowledge of Minnesota election laws.
- Knowledge of human resource compliance laws.
- Skill to communicate with a variety of individuals and handle a variety of customer service situations.
- Skills in the operation of computers and pertinent software packages.
- Ability to work independently and plan, organize and prioritize work tasks.
- Ability to prepare work results with completeness and accuracy.
- Ability to handle interruptions and concentrate on the task at hand.
- Ability to handle multiple ongoing tasks and complete work in a timely manner.
- Ability to occasionally lift, move and/or carry files, deliveries, and storage boxes.
- Ability to use various office equipment.

Machines, tools, and equipment used: City or personal vehicles, computers, calculator, copier, fax, scanners, postage machine, multi-line phone system, election equipment, and various other office tools/equipment. Ability to operate general Microsoft applications and other municipal software programs.

MINIMUM QUALIFICATIONS

- Bachelors degree in Office Administration, Public Administration, Business Administration, Community Development, Public Relations or related field.
- One-year of general administrative experience in a local government setting involving public contact, internships, coordinating files, facilitating/managing projects, processing technical documents.

City of Medina Position Description
CITY CLERK/ASSISTANT TO CITY ADMINISTRATOR

DESIRABLE QUALIFICATIONS

- Two years of responsible municipal experience involving general administration, public relations, project management.
- Experience in assisting with or coordinating elections.
- Completion of Minnesota Municipal Clerks Institute training and certification.

WORKING CONDITIONS

Most work is performed indoor at city hall. The exception is trips to meetings, training, conferences and site visits to other City property. Generally, the position requires light lifting, usually less than 10 pounds, with up to 50 pounds on occasion. Aside from cleansers for cleaning office workspace, no hazardous materials or chemicals are used on this job.



You must complete this application fully, even if information is duplicated on a resume or cover letter. Falsified or misleading statements on this application may be grounds for disqualifying you from being further considered for employment with the City of Medina.

How did you learn about this position? (Optional) (Please circle one)

Newspaper/Publication: Crow River News LMC Cities Bulletin City Website Other: _____

EMPLOYMENT DESIRED			
Title of Position Applying For		Date Available for Work	Salary/Wage Required
Available to work: (Check one)	Full-time	Part-time	Temporary Seasonal

PERSONAL INFORMATION			
First Name	Last Name	Middle Name	
Current Mailing Address		City	State Zip Code
Phone Number	Email address:		

Are you at least 18 years of age? NO YES

Are you a U.S. Citizen or legally eligible to work in the U.S.? NO YES
(If hired, you will be required to provide documentation that you are eligible to work)

Have you filed an application with the City of Medina previously? NO YES If yes, give date(s)

Have you ever been employed by the City of Medina previously? NO YES If yes, give date(s)

Request for Accommodation

If you require assistance in the hiring process because of a special need, please contact the City Administrator at the City to make a specific request for reasonable accommodation.

*****List the most recent (or current) employer first, then next most recent, and so forth.*****

WORK EXPERIENCE		<i>Employer 1</i>
<i>May we contact this employer?</i> YES NO If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From: To:		
Hours Worked per Week		
Reason for Leaving		
WORK EXPERIENCE		<i>Employer 2</i>
<i>May we contact this employer?</i> YES NO If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From: To:		
Hours Worked per Week		
Reason for Leaving		
WORK EXPERIENCE		<i>Employer 3</i>
<i>May we contact this employer?</i> YES NO If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From: To:		
Hours Worked Per Week		
Reason for Leaving		

EDUCATION

Did you graduate from high school or receive a GED? YES NO

Name and Location of School/Program attended: _____

Name and Location of College, University, or Technical School	Did you graduate?	Degree/Diploma	Program of Study
	YES NO		
	YES NO		
	YES NO		

REFERENCES

Please list three individuals (not relatives), who have known you for at least 1 year, who can attest to your work qualities.

Name and Occupation	Present Address	Phone Number

ACKNOWLEDGEMENT

I understand the City of Medina has the right to verify information contained in this application. I authorize the City of Medina and any agent acting on its behalf to investigate all statements contained in this application for employment and any addendum, including, but not limited to, my educational records such as transcripts, and work records as may be necessary to determine my eligibility for employment. Moreover, I hereby release the City of Medina and any agent acting on its behalf from any and all liability by reason of requesting such information from any person or entity.

I certify that answers given herein are true and complete to the best of my knowledge and I understand that, if employed, falsified or misleading statements on this application and addendum or made during an interview, which may be discovered now or anytime in the future, shall be grounds for dismissal. I acknowledge that this document shall not be construed as a contract or offer of employment and understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.

Signature _____ Date _____



IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

Certain information in this application is considered private; that is, it may be released only to you and agencies where you may be considered for employment. Information in this application that is defined by law as *public* may be released on request and includes: veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Your name is private data except when certified as eligible for appointment to a vacancy or when you are considered by the appointing authority to be a finalist for a position in public employment. (To comply with M.S. 13.43, Subd. 2 and Subd 3).

Private Data	Why We Ask For It?	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It?
Name	To distinguish you from all other applicants.	Yes	Failure to provide may be cause for rejection of your application.
Address	To be able to send you correspondence.	Yes	Failure to provide may be cause for rejection of your application.
Home Telephone	To be able to contact you to arrange for an interview, if granted.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.

The City of Medina does not discriminate on the basis of race, color, religion, creed, national origin, age, sex, disability, marital status, sexual orientation, status with regard to public assistance, membership in a local commission, or any other legally protected status in its hiring or employment practices.



Supplemental Application

Applicant Name: _____

INSTRUCTIONS: Please review and complete each section on the Supplemental Application. Your responses to the Supplemental Application are used to evaluate your qualifications for the position. Failure to complete the Supplemental Application may limit our ability to evaluate your application.

NOTICE TO APPLICANT: Information requested on your application that is defined by State Statute as public may be released on request and includes job history, education and training, relevant test scores, rank on our eligibility list, Veteran's status, and work availability. Your name is private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment. Certain other information is private and may be released only to you or to governmental entities authorized access by law. Private data contained in this application:

Name/Social Security Number (SSN): Used to identify you in relation to other applicants. You are legally required to provide your name, but not your SSN. Failure to provide this information may result in a delay in processing or rejection of your application.

License Information: Used to certify applicants for positions where State law requires appropriate license. You are legally required to provide this information. Failure to provide this information may result in rejection of your application.

Social Security Number (Optional): _____

DRIVER'S LICENSE/RECORD

Driver's License Number: _____ State: _____ Expiration Date: _____

Class: _____ A _____ B _____ D _____ CDL

List any endorsements: _____

Do you have a clean driving record? _____ Yes _____ No If no, please explain: _____

CONVICTION INFORMATION: No person shall be disqualified from public employment solely or in part because of prior conviction of a crime or crimes, unless the crime or crimes for which convicted directly relate to the position of employment sought. In determining the effect of a conviction, the City shall consider the requirements of Minnesota Statutes, Chapter 364. Applicants who are finalists for certain positions will be subject to a criminal background investigation.

I hereby give my consent for a personal background investigation, to include a criminal history check, DVS (Driver & Vehicle Services) check, and reference checks, if I become a finalist for this position.

Applicant Signature: _____ **Date:** _____

FAIR CREDIT REPORTING ACT DISCLOSURE: In connection with your application for employment, an investigation may be made in which “consumer reports” are obtained from a consumer reporting agency. Such reports may include information concerning your credit worthiness, credit capacity, character, general reputation, personal characteristics, or mode of living. Examples of such reports include, but are not limited to: your credit history and a criminal background check. Upon written request, you will be provided with a disclosure of the nature and scope of the consumer report.

The City of Medina will not use the information contained in the consumer report and/or investigative consumer report in violation of any applicable federal or state law or regulation.

If any consumer reports and/or investigative consumer reports indicate that any adverse action should be taken, including the denial of your application for employment, you will be provided with a copy of the report(s) and the “Summary of Your Rights Under the Fair Credit Reporting Act” per the Fair Credit Reporting Act.

The information contained herein is considered private data and will be used only to determine your suitability for employment. Providing this information is strictly voluntary and you are not required by law to furnish any of the information requested herein. However, if you do not furnish it we may have difficulty determining your suitability for employment. The information provided herein will be accessible only to you, appropriate staff of the City of Medina, or as provided for by Minnesota Statutes. By law, I understand that I have the right to receive a free copy of my consumer report and/or investigative consumer report from the consumer reporting agency if one is obtained, upon my written request for this information.

I hereby authorize the City of Medina to obtain “consumer reports” and/or “investigative consumer reports” in connection with processing my application for employment. I further authorize the appropriate individuals, companies, institutions or agencies, including consumer reporting agencies, to release this information.

Applicant Signature: _____ **Date:** _____

APPLICANT’S STATEMENT

I certify that I have read the “Notice to Applicant” regarding the MN Data Practices Act, and understand my rights as a subject of data. I hereby release the City of Medina, with which I am seeking employment, from any liability which may result from releasing information requested.

I understand that if offered a position, I may be required to submit to and pass a drug screen.

I hereby certify that all answers contained in this supplemental application are true and I agree and understand that any misrepresentation or omission of facts contained in this application will be grounds for disqualification for employment or in the event of employment, dismissal from employment upon discovery of the information.

By signing this form I hereby acknowledge I have read and understood the above statements. *Failure to sign this form may result in rejection of your application.*

Applicant Signature: _____ **Date:** _____



Election of Veteran's Preference Form
(Minnesota Statute 43A.11)

Name: _____
(Please Print)

Are you eligible to claim veteran's preference?

___ Yes ___ No (if "no" is marked, please stop here)

Do you wish to claim veteran's preference if you achieve a passing score?

___ Yes ___ No

If yes, please check the preference you are claiming:

___ Veteran – defined as a U.S. citizen or resident alien who separated under honorable conditions, and
1. has served on active duty for at least 181 consecutive days, or
2. was discharged by reason of disability incurred while on active duty, or
3. has met active duty requirements as defined by the Code of Federal Regulations, or
4. has active military service certified under section 401, Public Law Number 95-202
In addition, you cannot be currently receiving a monthly veteran's pension based exclusively on length of service. **Attach a copy of your DD214 in order to receive 10 points.**

___ Disabled Veteran – defined as a veteran having a compensable service connected disability as adjudicated by the U.S. Veterans Administration or the retirement board of one of the branches of the Armed Forces, which disability is currently existing. (Attach a copy of your DD214 and FL 802 (or an equivalent letter from a service retirement board) to receive 15 points.

___ Spouse of a deceased veteran. Attach a copy of your marriage certificate, the veteran's DD214 and the death certificate to receive 10 points.

___ Spouse of a disabled veteran who is unable to use preference due to disability. Attach a copy of your marriage certificate, the veteran's DD214 and FL802 (or an equivalent letter from a service retirement board) to receive 15 points.

AFFIDAVIT:

I hereby claim veteran's preference for this vacancy and certify that all the information given is true, complete, and the best of my knowledge.

I hereby authorize the Veteran's Administration to release information necessary to process this application to the City of Medina.

SIGNATURE: _____ **DATE:** _____