

**TO PROSPECTIVE APPLICANTS FOR THE  
CITY OF MEDINA PLANNING AND BUILDING ASSISTANT 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**

- High school degree or equivalent.
- Experience involving construction, building permits, urban planning, municipal administration or related field (alternatively, two years administrative experience in less related field may be considered).

**DESIRABLE QUALIFICATIONS**

- Post-secondary education/training or certification in construction, building permits, urban/regional planning, or related field.
- Two years of experience involving construction, building permits, urban planning, municipal administration, or related field.

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](mailto: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](mailto:scott.johnson@medinamn.gov)

### **Projected Hiring/Appointment Timeline**

- December 13 – Application Deadline at 4:30 p.m.
- Mid December – Review/Scoring of Applications
- Late December - January 7 - – Interviews
- Early January – Background/Reference Checks
- Early January – Preliminary/Contingent Offer/Acceptance of Recommended Appointee
- January 18, 2022 – City Council Appointment of Recommended Appointee
- By Early February – 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 Planning and Building Department staff consists of the Planning Director, Associate Planner and the Planning and Building Assistant.

### **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 \$25.54 to 33.02 per hour, 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  
PLANNING AND BUILDING ASSISTANT

**Position Title:** Planning and Building Assistant  
**Department:** Planning/Zoning  
**Supervisor's Title:** Planning Director

**Pay Grade:** Step 3  
**FLSA Status:** NON-EXEMPT  
**Work Status:** Full-time

---

**PRIMARY OBJECTIVE OF POSITION**

To provide support to the Planning Department with primary responsibility for administering the building permit process. Coordinates the receipt and issuance of building permits, routes to appropriate parties for review, processes payments, issues permits and completes relevant reports pertaining to building permits. Provides customer service and administrative support to the Planning Department.

**ESSENTIAL FUNCTIONS**

- Coordinates the receipt and issuance of building permits. Receives applications, reviews for sufficient information and routes permits for review by appropriate parties as necessary. Applies appropriate fees, issues permits and accurately processes payments. Ensures state licenses are current.
- Provide information to residents, contractors, and other members of the public pertaining to routine questions pertaining to building permits, application processes, and property files. Route questions to other staff as appropriate.
- Assists the Planning Department in answering general questions or providing information to residents and the general public.
- Prepares reports, letters, and documents related to Planning/Zoning and Building Inspection activity for the Metropolitan Council, DNR, MPCA, Metropolitan Council, Bureau of Census, and other agencies and coordinates efforts with agencies as needed.
- Maintains building permit and property record files.
- Assists with the process of receiving and distribution of various land use applications to city staff, city consultants, and outside review agencies or jurisdictions. Assist with maintenance of land use application project files.
- Assigns addresses for subdivisions and notifies county and city assessor of new properties.
- Assists in processing escrows/deposits for permits and inspection reviews.
- Maintains Subsurface Treatment System (SSTS) records pertaining to compliance reports, maintenance, and operating permits.
- Maintains Planning Department website.
- Maintains Planning Commission records including agendas, minutes, and packets. Prepares packets for Planning Commission meetings. Prepares mailed notices for public hearings.
- Provides administrative support and customer service for Planning Department. Maintains office supplies for City Hall departments, orders supplies as necessary.
- Represents the City of Medina and the Planning Department in a tactful manner that commands respect of the public, contractors, developers and others.

**OTHER DUTIES AND RESPONSIBILITIES**

- Commits to creating and maintaining a healthy workplace culture by following the City of Medina's core values, which include teamwork, trust, professionalism, and communication.
- Provides customer service over the phone, computer, and at the front counter for planning projects.
- Notarizes documents for the public for the City.
- Performs other related duties as delegated by the 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.
- Cross-train in office functions to support City during absence of other staff.
- Undertake employee-required training.

City of Medina Position Description  
PLANNING ASSISTANT

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

- Knowledge of municipal operations, City policies, procedures, and ordinances, or the ability to acquire such knowledge in a relatively short period of time.
- Knowledge of, and skill in, the correct use of English in business writing.
- Knowledge of guidelines/practices related to records retention.
- Skill to communicate with a variety of individuals and handle a variety of customer service situations.
- Strong knowledge and skills in the operation pertinent software packages, including Microsoft Office applications, database/data management software, and other programs.
- Ability to make decisions in accordance with established policies and procedures.
- 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, computer and printer, phone, scanners, calculator, and other typical office equipment.

**MINIMUM QUALIFICATIONS**

- High school degree or equivalent.
- Experience involving construction, building permits, urban planning, municipal administration or related field (alternatively, two years administrative experience in less related field may be considered).

**DESIRABLE QUALIFICATIONS**

- Post-secondary education/training or certification in construction, building permits, urban/regional planning, or related field.
- Two years of experience involving construction, building permits, urban planning, municipal administration, or related field.

**WORKING CONDITIONS**

Most work is performed indoor at city hall. The exception is trips to meetings, training and site visits/inspections to properties in the City for code enforcement review. 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.



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

<b>WORK EXPERIENCE</b>		<b><i>Employer 1</i></b>
<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		
<b>WORK EXPERIENCE</b>		<b><i>Employer 2</i></b>
<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		
<b>WORK EXPERIENCE</b>		<b><i>Employer 3</i></b>
<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:** \_\_\_\_\_