



## TO PROSPECTIVE APPLICANTS FOR THE PUBLIC WORKS ANALYST 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
- Public Works Analyst Position Supplemental Questionnaire Form

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

### MINIMUM QUALIFICATIONS FOR POSITION

- Bachelor's degree in public administration, business administration, environmental studies or related field or equivalent.
- One year of experience in a local government setting involving project management and data analysis.
- Valid Minnesota driver's license or ability to obtain one prior to start date.

**Deadline for Application Packets:** Must be received by 4:30 PM, March 12, 2025.

Email completed application to: [caitlyn.walker@medinamn.gov](mailto:caitlyn.walker@medinamn.gov)

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

Caitlyn Walker, Assistant City Administrator: (763) 473-8850 or [caitlyn.walker@medinamn.gov](mailto:caitlyn.walker@medinamn.gov)

### **Profile of the City of Medina**

The City of Medina has been an incorporated city since 1974 and has a population of about 7,600 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.).

The City of Medina employs 30 full time employees and 4 part-time employees. The City Administrator is the chief administrative officer for the City. Four department heads report to the Administrator, including the Finance Director, Public Works Director, Planning Director, and Public Safety Director. Several consultants also serve the City in building inspection, planning, assessing, finance, legal counsel and engineering.

### **Profile of the Public Works Analyst**

The Public Works Analyst will perform high-level administrative support to the Public Works Department including but not limited to water and wastewater systems, stormwater, streets, and parks. This position will work closely with the Public Works Director to implement and manage relevant policies, program, permits, and grants. The analyst will perform data collection, analysis, and evaluation to provide recommendations to the Public Works Director on a variety of topics. This is a non-supervisory position.

### **Summary of Benefits and Wages**

Expected Hiring Range: \$34.30 - \$39.99 per hour

Full Wage Range: \$34.30 - \$43.70 per hour

Comprehensive benefits package:

- 100% employer-paid individual premiums and up to \$1,753.00 per month towards family premiums. Premiums amounts greater than \$1,753.00 are then split 50/50 between employer and employee
- \$3,000 annual City contribution to HSA or HRA account
- 100% employer-paid dental insurance for individual and family premiums
- 100% employer-paid long-term disability insurance
- \$30,000 employee life insurance with optional additional coverage for employee, spouse, and/or dependents
- PERA retirement program with 7.5% employer contribution and 6.5% employee contribution
- Optional employee paid participation in Minnesota State Deferred Compensation Plan (MNDCP)
- 11 paid holidays, 2 paid personal holidays
- Vacation accrual based on years of service
- Sick and Safe Leave accrual – 8 hours per month (May be accumulated and banked to a maximum of 960 hours)
- Option to participate in the City's flexible work arrangement program

City of Medina Position Description  
PUBLIC WORKS ANALYST

**Position Title:** Analyst  
**Department:** Public Works  
**Supervisor's Title:** Public Works Director

**Pay Grade:** 5  
**FLSA Status:** NON-EXEMPT  
**Work Status:** Full-time

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**PRIMARY OBJECTIVE OF POSITION**

Performs high-level administrative support to the Public Works Department including but not limited to water and wastewater systems, stormwater, streets, and parks. Performs data collection, analysis, and evaluation to provide recommendations to the Public Works Director. Proactively monitors activities affecting compliance with permits, grants, and projects. Participates in policy development and strategic planning. Coordinates assigned activities with other departments, outside agencies, and the public. Position administers projects primarily under the oversight of the Public Works Director.

**ESSENTIAL FUNCTIONS OF POSITION**

- Participates in the development, prioritization, implementation, and evaluation of departmental strategic plans; tracks a variety of operational data ensuring goals are being met.
- Assists in the preparation and evaluation of departmental operating and capital improvement budgets.
- Coordinates the implementation of stormwater policies to achieve compliance with requirements and standards of the Municipal Separate Storm Sewer System (MS4) permit; assists with the MS4 annual report and ensures submission to the MPCA. Oversees the public education and participation requirements of the MS4 Permit.
- Facilitates relevant programs and ensures compliance with all applicable regulations and requirements such as: City's Hazardous Waste Generator Program, Wellhead Protection Plan Program, Community Water System Emergency Response Program, etc.
- Assists with the preparation of specifications and bid documents, coordinates required advertising for bids, tabulation and review of bids.
- Assist in managing contract processes by soliciting quotes from contractors, reviewing contract terms, and ensuring compliance.
- Serve as liaison between outside organizations and the City; provide professional guidance with respect to City policies and procedures; receive, research, and respond to questions from outside agencies, other City departments and the general public.
- Assists in the coordination of Park Commission meetings, including researching and recommending agenda items, preparing packet memorandums and reports, and maintaining official files as directed by the Public Works Director.
- Provides support to park planning and improvement activities. Coordinates volunteer activities and projects.
- Prepares memos, articles, or updates on public works activities for the City's newsletter and social media including publishing and distributing materials and notices as mandated by regulatory programs.
- Monitors legislative issues, actions, and current events affecting departmental processes for compliance and relevance, evaluates and recommends changes to the Public Works Director.
- Serves on the Safety Committee; assists in development and implementation of policies and procedures in accordance with OSHA standards, coordinates safety training with the Safety Director.
- Attends occasional meetings and events outside of regular business hours.

**OTHER DUTIES AND RESPONSIBILITIES**

- Represents the City of Medina in a tactful manner that commands respect of the public, contractors, developers, and others.

City of Medina Position Description  
PUBLIC WORKS ANALYST

- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.
- Responds to public data requests.
- Serves as a public notary.
- Performs other duties as delegated by supervisor or apparent.

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

- Knowledge of general municipal operations, City and departmental policies and procedures.
- Knowledge of public works operations including streets, water, stormwater, utilities and parks
- Knowledge of safety committee processes and methodologies with the ability to adapt accordingly to the needs of the City.
- Knowledge of applicable safety/health laws, regulations, and standards (e.g. OSHA, EPA, etc.) specific to field operations, fleet operations, etc.
- 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.
- 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.
- Skills in data analysis and evaluation.
- Ability to work independently and plan, organize and prioritize work tasks.
- Ability to perform complex administrative or research tasks, as assigned, in an effective manner.
- Ability to prepare work results with completeness and accuracy.
- 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.
- Ability to establish and maintain effective working relationships with elected officials, City employees, and the public with courtesy and an appropriate degree of tact.

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

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in public administration, business administration, environmental studies or related field or equivalent.
- One year of experience in a local government setting involving project management and data analysis
- Valid Minnesota driver's license or ability to obtain one prior to start date.

**DESIRABLE QUALIFICATIONS**

- Two years of responsible municipal experience involving Public Works and Parks.
- Completion of Storm Water Pollution Prevention Plan (SWPPP) Certification.

**WORKING CONDITIONS**

Most work is performed indoor at the public works building. The exception is trips to training, other City property, and community events. 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:	Full-time	Part-time	Temporary Seasonal
<i>(Check one)</i>			

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.\*\*\*\*\*

<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:** \_\_\_\_\_





5. Please describe your experience with strategic planning and goals.

6. Please describe your experience working with budgets. Specifically highlight experience with operational and capital improvement budgets.

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

I further understand that if offered a position, I must submit to and pass a criminal background check and employment reference checks.

By my signature on this form, I hereby acknowledge that I have read and understood the above statements. **Failure to sign application forms may result in rejection of your application.**

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_