

## **Human Resources Committee**

### **September 18, 2013**

The **Human Resources Committee** met Wednesday, September 18, 2013, at 6:00 p.m. in the Conference Room at City Hall. Present were Committee Chairperson John Uden and Committee Members Bill Melnik and Mark Ahner. Also present were Program Assistant Dawn Colton and Committee Recorder HR/Payroll Officer Billie Burkhalter. Committee Member Roxanna Brush was absent.

#### **1. Roll Call**

- Noted above

#### **2. Review combined Grant Writer/City Planner Position Description**

Chairperson Uden explained to the Committee that Program Assistant Colton had combined her position description with the Director of Community Services & Planning position description. The Committee was then presented with the new position description of Assistant Planner/Grants Administrator for their consideration.

Chairperson Uden explained that Mayor Grenz had indicated to him that it was important for the new job description to have "Assistant Planner," as Program Assistant Colton would be trained by a Planning Consultant hired by the City.

Committee Member Ahner stated the position description references that supervision would be under the direction of a Planning Consultant. He disagreed with this, and further stated that supervision should be under a full time employee, whether that be the Mayor or Public Works Director. The Committee was in agreement that all references made in the position description to "under the direction/supervision of the Planning Consultant" be eliminated and that the direct supervisor would be the Public Works Director.

There was discussion concerning the wording in the position description in reference to how Program Assistant Colton would be working with a Planning Consultant. Committee Member Ahner voiced his concerns, as it is unknown how the City is going to handle this situation. The Committee was in agreement that all references to a Contract Planner are to be changed to state "under the instruction and coordination of a Planning Professional".

Committee Member Ahner stated he disagreed with the position description title "Assistant Planner/Grants Administrator" as Program Assistant Colton would not technically be an assistant to anyone, since the City has not hired a Planning Consultant. The Committee was in agreement that the position description title should be changed to "Planner-in-Training/Grants Administrator".

Committee Member Ahner noted that all references to flood control and zoning had been eliminated from the new position description. Program Assistant Colton

explained that the Public Works Director would be handling all zoning, as it is in the Director's position description. The Flood Plain Administrator would be handling all flood related issues.

There was discussion of the word "knowledge" under Job Performance Standards: "Demonstrates knowledge of land use laws, planning theory and funding programs". Due to this position being in a training mode, Committee Member Ahner recommended the word "knowledge" be replaced by "ability to learn". The Committee was in agreement.

Committee Member Ahner requested all abbreviations, such as MSPA and MSISA be fully spelled out in the position description.

*\*\* Committee Member Ahner moved to accept the position description as amended for the Planner-in-Training/Grants Administrator. Motion seconded by Chairperson Uden and, on roll call vote, motion passed unanimously.*

**3. Request of Citizens**

-None

**4. Committee Members' comments**

-None


**5. Adjournment**

*\*\* Committee Member Ahner moved to adjourn the meeting. The motion was seconded by Committee Member Melnik and passed.*

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

  
Billie D. Burkhalter, Recorder

  
Chairperson John Uden

**HUMAN RESOURCES COMMITTEE  
AGENDA**

**DATE:           Wednesday, September 18, 2013**

**TIME:           6:00 PM**

**PLACE:          City Hall Conference Room**

**AGENDA:**

- 1) Roll Call**
- 2) Review combined Grant Writer/City Planner position description.**
- 3) Citizen Request.**
- 4) Committee members' comments.**
- 5) Adjournment**

**Public comment on any public matter that is not on the agenda of this meeting can be presented under "Request of Citizens" provided it is within the jurisdiction of the City to address. :Public comment will be entered into the minutes of this meeting. The City Council cannot take any action on the matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings.**

**CITY OF MILES CITY  
POSITION DESCRIPTION**

**Position:** Assistant Planner/Grants Administrator

**Department:** Community Services & Planning

**Accountable To:** Director of Public Works

**Summary of Work:** This is a full time permanent position. The primary function of this position is to provide support for the various programs administered under the Planning department including short and long term planning, grants management and land management under the supervision of a Planning Consultant. Serves as assistant planner, under the direction of a Planning Consultant, administering land use regulation through the Montana Subdivision and Platting Act, local subdivision regulations and other land use regulations. Provides technical assistance and information to staff and the public in the administration of planning program areas and ordinances, including maps, charts or tables. Prepares staff reports and recommendations for special use permits and variances. This position, under the direction of the Planning Consultant, prepares updates for the City Growth Policy, assists in annexation and public right-of-way vacation activities. This position also provides grant preparation and administration guidance. The work is fast-paced with multiple tasks involving policy development and compliance, financial funding, project development, coordination of intra-agency schedules for funding, preparing funding application for grants, loans, private fund raising and corporate giving, and supervises administration of successful grants and loans. This position responds to requests for information from the public regarding infrastructure, planning, and funding programs.

**Job Characteristics:**

**Nature of Work:** This position performs the duties of program administration, and technical services, grants administration, program operations to the Planning Board, the Community Services & Planning Department and other City departments. Provides technical and program information to the public regarding subdivision, Growth Policy and annexations, under the direction of the Planning Consultant.

**Personal Contacts:** Frequent contact with the general public, city, county state and federal officials, fellow employees, contractors, business groups, special interest groups, non-profit groups, engineering firms, land developers, and financial institutions.

**Supervision Received:** Under the direct supervision of the Director of Public Works.

**Essential Functions:** Position requires the ability to read and interpret written material, legal documents, aerial photography, topographic maps, plat maps and drawings, and engineering designs; communicate orally and in writing; travel to meetings, training, and development site inspections, calculate, and comprehend complex rules and regulations.

**Areas of Job Accountability and Performance:**

Supports the administration of the Montana Subdivision and Platting Act, coordinates Growth Policy updates, reviews deeds and plats submitted for recording. Provides assistance and coordination of grant applications and administration tasks. Prepares and administers department budgets under the ~~direction of the Planning Consultant.~~

*Director of P. Works*

**Job Requirements:**

**Knowledge:** This position requires knowledge of land use laws, environmental laws, and annexations and the practical application thereof; budget and financial administration, community development strategies, computer-aided mapping, public contracting, funding research and applications, administrative tasks and surveying.

**Skills:** This position requires skill in math, reading, communication, creative problem-solving, computer operation including MS Office, Internet applications and GIS. Effective public speaking and writing skills are important.

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**CITY OF MILES CITY  
POSITION DESCRIPTION**

**Position:** Director of Community Services & Planning

**Department:** Community Services & Planning

**Accountable To:** Mayor

**Summary of Work:** This is a full time permanent position. Serves as staff planner to the Miles City Planning Board, administering land use regulation through the Montana Subdivision and Platting Act, local subdivision regulations and other land use regulations. Prepares updates for the City Growth Policy. Serves as City Flood Plain Administer and Zoning Administer. Assists the City in annexation and public right-of-way vacation activities. Provides grant preparation and management.

**Job Characteristics:**

**Nature of Work:** This position performs complex duties of management, administration, and technical services to the Planning Board and the City; provides technical and program information to the public regarding subdivision, zoning and flood plain.

**Personal Contacts:** Frequent contact with the general public, city, county state and federal officials, fellow employees, contractors, business groups, special interest groups, non-profit groups, engineering firms, and land developers.

**Supervision Received:** Under the direct supervision of the Mayor of Miles City.

**Essential Functions:** Position requires the ability to read and interpret written material, legal documents, aerial photography, topographic maps, plat maps and drawings, and engineering designs; communications orally and in writing; travel to meetings, training, and development site inspections, calculate, and comprehend complex rules and regulations.

**Areas of Job Accountability and Performance:**

Administers the Montana Subdivision and Platting Act, reviews deeds and plats submitted for recording. Administers the Zoning Ordinance of Miles City. Administers the City Flood Plain Ordinance. Provides assistance and coordination of grant applications. Prepares and administers department budgets.

**Job Requirements:**

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**Knowledge:** This position requires broad knowledge of land use laws, environmental laws, and

zoning ordinances and the practical application thereof; budget and financial administration, community development strategies, computer-aided mapping, public contracting and land surveying.

**Skills:** This position requires skill in math, reading, communication, mapping, computer operation. Effective public speaking and writing skills are important.

**Abilities:** This position requires the ability to: interpret and apply federal law, state law and administrative regulations, and local ordinances; serve as liaison between local government and other community groups and governmental agencies; prepare reports, attend evening meetings; travel; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

**Education and Experience:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor's in Urban or Rural Planning or Public Administration and five years' experience in a planning position and five years in a supervisory capacity.

**Job Performance Standards:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Observes work hours.
- Demonstrates punctuality.
- Deals tactfully with the public.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.
- Effectively serves as liaison for various groups.
- Prepares and submits accurate and timely reports.
- Maintains accurate and timely records.
- Competently administers the MSPA, MSISA, zoning ordinances, and flood plain programs.
- Demonstrates knowledge of land use laws and zoning laws.
- Effectively coordinates updates to local subdivision regulations and growth policies.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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**CITY OF MILES CITY  
JOB DESCRIPTION  
August 2010**

**Position:** Program Assistant

**Department:** Community Services & Planning

**Accountable To:** Director of Community Services & Planning

**Summary of Work:** The primary function of this position is to provide support for the various programs administered under this department including short and long term planning, grants management, zoning, land management, Community Rating System, and flood plain administration. This position responds to requests for information from the public regarding infrastructure, planning, zoning, flood plain issues. The work is fast-paced with multiple tasks involving policy development, financial funding, project development, coordination of intra-agency schedules for funding, preparing funding applications for grants, loans, private fund raising and corporate giving, and administer successful grants and loans

**Job Characteristics:**

**Nature of Work:** This position performs complex duties of program administration, technical services, project administration, grants administration, and program operations to the Community Services & Planning Department and other City departments. The duties include program administration and grants administration. The position may require some evening meetings and travel. Provides technical and program information to the public.

**Personal Contacts:** Frequent contact with the general public, city, county, state and federal officials, business groups, special interest groups, non-profit groups, engineering firms, and financial institutions.

**Supervision Received:** Under the direct supervision of the Director of the Community Services & Planning. May receive additional supervision from the Director of Public Works.

**Essential Functions:** This position requires the ability to read and comprehend complex instructions, successfully write funding proposals, prepare project budgets, prepare timely reports. Must be able to manage multiple projects.

**Areas of Job Accountability and Performance:**

Develops funding proposals and administers grants, providing technical support to Community Services & Planning and other City departments. The position will provide support for the administration of the Montana Subdivision and Platting Act and the Sanitation in Subdivisions

Act; flood plain administration; provides support for City public works and public utilities; prepares grant applications, program proposals; works closely with federal, state and local regulatory agencies.

### **Job Requirements:**

**Knowledge:** This position requires a strong technical knowledge in grant writing and other financial funding methods. Must be accomplished in the art of grant seeking. Must be able to write successful grant proposals, prepare comprehensive project budgets, maintain schedules for multiple projects.

**Skills:** This position requires skills writing, reading, communication, general computer operation. Accuracy in work habits a plus.

**Abilities:** This position requires the ability to: interpret and apply federal law, state law and administrative regulations, and local ordinances; serve as liaison between local government and other community groups and governmental agencies; prepare reports; attend evening meetings; travel; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public. Ability to multi-task is important. Ability to work independently a must.

### **Education and Experience:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a Associate Degree or better in public administration, secondary education, urban or rural planning. Must have a proven track record of successful grant writing. Public sector experience is a plus.

### **Job Performance Standards:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Observes work hours.
- Demonstrates punctuality.
- Deals tactfully with the public.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.
- Effectively serves as liaison for various groups.
- Prepares, submits and maintains accurate and timely reports.
- Demonstrates ability to learn complex land use laws and zoning laws.