

**City of Ramsey
Employment Opportunity
Community Development Planning Intern**

The City of Ramsey is seeking a Community Development Intern to work in its dynamic, growing community of over 25,000 residents. This position facilitates and/or coordinates multiple ongoing City functions, projects, and events; including, but not limited to the following:

- Assist in the preparation of Ramsey2040 Comprehensive Plan Update
- Assist with administering and enforcing certain city code regulations (zoning, building, or nuisance)
- Process sign permit applications and enforce sign regulations
- Assist with administering local land use controls and zoning regulations
- Process application for conditional use permits, interim use permits, home occupation permits, variances, easement vacations, and administrative subdivisions
- Assist with the coordination of recordkeeping for the Community Development Department
- Assist with the administration of the City's Recycling Program
- Perform other tasks as assigned by the Community Development Director and/or City Planner
- Attend monthly Planning Commission Meetings and selected Environmental Policy Board Meetings, public workshops, and City Council Meetings. Candidates may be asked to attend certain Economic Development Authority Meetings
- Attend additional public workshops related to the Comprehensive Plan

Minimum qualifications include:

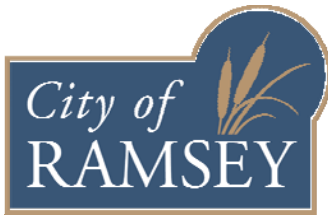
- Must be 18 years of age
- Must be currently working on, or recently completed, Bachelor's Degree in planning, housing, geography, urban studies or related field
- Must be proficient using computers and working knowledge of Microsoft software
- Must have the ability to communicate effectively, both orally and in writing, and must be able to work independently with minimum supervision
- Must have a valid unrestricted state driver's license with a good driving record

The schedule is flexible (20 to 40 hours per week) Monday – Friday from 8:00 a.m. to 4:30 p.m. beginning in late April to early May and running through approximately mid-September, depending on availability and workload.

The 2017 wage is \$12.00 to \$14.00 per hour DOQ. To apply, visit www.cityoframsey.com to download and print the City's Application packet. Send via US Mail or hand delivery to: The City of Ramsey, Human Resources, 7550 Sunwood Drive NW, Ramsey, MN 55303. Questions can be directed to Sue Hurd at 763-433-9816 or by email shurd@cityoframsey.com Resumes alone will not be accepted in lieu of the City's application packet. **Application materials must be received by Tuesday, March 21, 2017 at 3:30 pm.**

City of Ramsey's Core Values

Ethics and Integrity, Fiscal Responsibility, Cooperation and Teamwork, Open and Honest Communications, Excellence and Quality in the Delivery of Services, Treating People with Respect and Fairness, and Adaptability and Continuous Learning



**APPLICATION FOR EMPLOYMENT
CITY OF RAMSEY**

PERSONAL INFORMATION

Name _____ Email Address _____

Present Address _____
City _____ State _____ Zip Code _____

Permanent Address _____
City _____ State _____ Zip Code _____

Are you 18 years or older? Yes ___ No ___ Telephone _____ Cell: _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Required _____

Have you filed an application here before? Yes ___ No ___ If yes, give date _____

Have you been employed here before? Yes ___ No ___ If yes, give date _____

Referral Source: Ad (specify newspaper) _____ Walk in or other _____

Are you now employed? Yes ___ No ___ If yes, may we contact your employer? _____

Are you available to work: FULL-TIME ___ PART-TIME ___ TEMPORARY ___

List hours available _____

EDUCATION Name & Location #Years Attended Diploma/Degree Major/Area of Study

High School: _____

College/Trade: _____

Other _____

Special Skills and Qualifications _____

List licenses held relevant to employment: (e.g. Drivers License)

Type: _____ Number: _____ Class: _____ Expiration Date: _____

CRIMINAL HISTORY BACKGROUND CHECKS

All employment offers are conditioned upon the applicant passing a background check, which includes a criminal background check. Criminal convictions are not an automatic bar from employment. Each case is considered on its individual merits and the type of position sought.

EMPLOYMENT EXPERIENCE - Please list at least three employers (present or most recent employer first).
Attach additional sheet as necessary.

Employer	Dates Employed	From	To
Address	Telephone		
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

Employer	Dates Employed	From	To
Address	Telephone		
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

Employer	Dates Employed	From	To
Address	Telephone		
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

PROFESSIONAL REFERENCES (Examples: supervisor, professor/teacher)

Please list three professional references you have known for at least one year. Do not include friends or relatives.

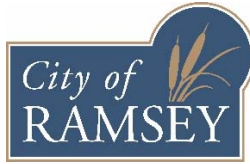
Name	Address	Telephone	Years	Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I authorize the investigation of all statements contained in this application for employment as may be necessary to determine my eligibility for employment. I certify that answers given herein are true and complete to the best of my knowledge and I understand that making false statements on this application or withholding information shall be grounds for disqualification or dismissal. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.

Signature Date

***The City of Ramsey requires criminal background checks, motor vehicle checks, reference checks, physical examinations, and drug tests on finalists. An Equal Opportunity Employer. ***

****The original city application with signature must be received by the position closing date in order to be considered a valid application.****



Community Development Planning Intern
Supplemental Questions

THIS MUST BE COMPLETED AND RETURNED WITH ALL YOUR APPLICATION PACKET MATERIALS

Name: _____

- | | | |
|---|-----|----|
| 1) Are you at least 18 years of age or older? | Yes | No |
| 2) Are you a current student in a technical, two year or four year institution? | Yes | No |
| 3) Are you proficient using computers? | Yes | No |
| 4) Do you have excellent written and verbal communication skills? | Yes | No |
| 5) Do you have a valid unrestricted state drivers' license? | Yes | No |

6) How many years of experience do you have in the following:

Microsoft Word:	No Experience	1 to 3 years	4 to 7 years	8+ years
Microsoft Excel:	No Experience	1 to 3 years	4 to 7 years	8+ years
Microsoft Outlook:	No Experience	1 to 3 years	4 to 7 years	8+ years

7) Do you have experience in project management?

No Experience 1 to 6 months 7 to 11 months 1+ years

Where was this obtained: _____

8) Do you have any experience working in municipal or other governmental environments?

No Experience 1 to 6 months 7 to 11 months 1+ years

Where was this obtained: _____

9) Do you have any experience in comprehensive planning?

No Experience 1 to 6 months 7 to 11 months 1+ years

Where was this obtained: _____

10) Do you have any experience building codes and or zoning codes?

No Experience 1 to 6 months 7 to 11 months 1+ years

Where was this obtained: _____

11) Do you have any experience presenting to boards and commissions?

No Experience 1 to 6 months 7 to 11 months 1+ years

Where was this obtained: _____

12) Do you have any experience with recycling programs?

No Experience 1 to 6 months 7 to 11 months 1+ years

Where was this obtained: _____

13) What are your desired work hours

14) On occasion, you may need to attend monthly Planning Commission meetings, Comprehensive Plan meetings, and selected Environmental Policy Board meetings, public workshops, or City Council Meetings. These meetings are typically in the evenings, would you be available to attend, provided you had enough advance notice?

Yes No

I certify that all answers to the above questions are true and understand that any false information provided or omission of information from this supplemental application may be cause for rejection or immediate termination from employment.

Name

Date

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Planning Intern

DEPARTMENT: Community Development

POSITION TITLE OF IMMEDIATE SUPERVISOR: City Planner

SUBJECT TO RANDOM D.O.T. DRUG AND ALCOHOL TESTING: No

FLSA STATUS: Non-Exempt

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is a variety of land use planning and zoning administration activities. The position will include the assistance in preparation of the City's Comprehensive Plan Update; the administration and enforcement of certain regulations relating to zoning issues; processing sign permit applications and enforcement of sign regulations; processing applications for conditional use permits, interim use permits, variances, easement vacations and administrative subdivisions; responding to general zoning and land use inquiries; assist with administration of the City's Recycling Program; and performing other tasks as assigned by the Community Development Director and/or the City Planner.

RESPONSIBILITIES:

- A. Assist with preparation of Ramsey2040, the City's Comprehensive Plan Update
- B. Assist with administering and enforcing certain city code regulations (zoning, building, or nuisance)
- C. Process sign permit applications and enforce sign regulations
- D. Assist with administering local land use controls and zoning regulations
- E. Process applications for conditional use permits, interim use permits, home occupation permits, variances, easement vacations, and administrative subdivisions
- F. Assist with the coordination of recordkeeping for the Community Development Department
- G. Assist with the administration of the City's Recycling Program
- H. Perform other tasks as assigned by the Community Development Director and/or City Planner

TASKS RELATED TO RESPONSIBILITIES:

- A. Assist with preparation of Ramsey2040, the City's Comprehensive Plan Update

1. Aide in Steering Committee Meetings and Public Workshops
 2. Staff 'Pop Up' Meetings at the Draw Summer Event Series and Annual Happy Days Celebration
 3. Compile feedback into data trends, goals, and implementation strategies
 4. Aide in communication efforts including website updates, social media posts, and mailings
- B. Assist with administering and enforcing certain city code regulations (zoning, building, or nuisance)
1. Receive and record complaints of violations of the City Code Chapter 30 (Public nuisance, Chapter 105 (Buildings and building standards, and Chapter 117 (Zoning and Subdivision of Land) including, but not limited to, junk cars, burning violations, trash violations, parking violations, or others
 2. Investigate complaints and document findings
 3. Notify property owners of violations and abatement measures required
 4. Work with property owners to achieve compliance
 5. Follow City Code and/or City policies for issuing verbal and/or written citations
 6. Coordinate abatement procedures and maintain necessary documents
 7. Coordinate with Public Safety Departments (Police and Fire) as necessary
- C. Process sign permit applications and enforce sign regulations
1. Interpret the sign regulations for residents, contractors, developers and commercial property owners
 2. Review applications and issue sign permits
 3. Enforce the sign regulations and work with property owners to achieve compliance
 4. Maintain sign permit records
 5. Evaluate the sign regulations as needed for amendments
- D. Assist with administering local land use controls and zoning regulations
1. Provides information about local land use regulations to citizens, other city staff, and other agencies
 2. Respond to requests for information regarding local zoning regulations
 3. Respond to requests for flood zone information
- E. Process applications for conditional use permits, interim use permits, home occupation permits, variances, easement vacations, and plats/subdivisions
1. Meet with and assist applicants applying for conditional use permits, interim use permits, home occupation permits, variances, easement vacations, and plats/subdivisions
 2. Work with administrative support personnel to ensure that the applications receive proper public notice and hearings
 3. Solicit input regarding applications from appropriate City Staff, consultants and other jurisdictions

4. Draft pertinent documents including, but not limited to, case reports, findings of fact, permits, and variances for Planning Commission, and City Council review and adoption
 5. Ensure that final documents relating to applications are properly executed and recorded
 6. Work with property owners or permit holders to maintain compliance with terms of approved land use applications
- F. Assist with the coordination of recordkeeping for the Community Development Department
1. Manage the integrity and accuracy of multiple departmental databases
 2. Coordinate annual audit of all applicable databases
- G. Assist with the administration of the City's Recycling Program
1. Assist with implementing and/or improving recycling at multi-family complexes (apartments)
 2. Assist with planning, coordination and staffing recycling drop-off events
 3. Prepare outreach and educational materials and conduct a 'refresh' of recycling webpages
 4. Assist with review and assessment of current curbside recycling contract which expires at the end of 2017
 5. Research and analyze possibilities for organics collection
- H. Perform other tasks as assigned by the Community Development Director and/or City Planner
1. Assist in the maintenance of Community Development Department records and data
 2. Monitor activity levels for various land use applications and recommend amendments to the zoning regulations as necessary
 3. Perform research and survey tasks for the Department

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of land use principles and trends
- General knowledge of county, state and federal regulations related to community development in a municipal setting
- Knowledge of urban land use planning principles and trends
- Thorough knowledge of how to develop, interpret and apply the City Code
- Ability to gather data and develop clear and concise reports
- Ability to follow verbal and written directions and work with supervision to ensure that projects are completed thoroughly, accurately and on time
- Ability to maintain effective working relationships with elected officials, City staff, citizens, consultants, developers and outside agencies
- Ability to communicate in English clearly and concisely, orally and in writing, to large or small groups and individuals

- Skilled in the operation of normal office equipment, including knowledge of various computer software packages including word processing and spreadsheets
- Ability to handle stressful situations and deal effectively with angry or difficult people, including the ability to use good judgment
- Ability to prioritize and meet deadlines
- Ability to follow verbal and written directions
- Ability to work with minimal supervision to ensure that projects are completed thoroughly, accurately and on time
- Ability to maintain effective working relationships with elected officials, City staff, citizens, consultants, developers, outside agencies and the media
- Ability to communicate effectively, verbally and in writing, with individuals and groups (includes making presentations)
- Ability to handle stressful situations and deal effectively with angry or difficult people

TRAINING AND EXPERIENCE:

MINIMUM:

- Must be 18 years of age or older
- Must be currently working on, or recently completed Bachelor's Degree in planning, housing, geography, urban studies or related field
- Proficiency using computers and working knowledge of Microsoft software
- Must have the ability to communicate effectively, both orally and in writing, and must be able to work independently with minimum supervision
- Must have a valid unrestricted state driver's license with a good driving record

DESIRABLE:

- Currently working on, or recently completed Master's Degree in planning, housing, geography, urban studies or related field

Updated: January 2016

Updated: March 2017

JOB ACTIVITY REQUIREMENTS
Community Development Planning Intern

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing			X	
2	Sitting	X			
3	Walking			X	
4	Lifting			X	
5	Pushing / Pulling			X	
6	Carrying			X	
7	Climbing				X
8	Kneeling				X
9	Crawling				X
10	Crouching			X	
11	Bending at waist			X	
12	Reaching		X		
13	Handling Objects	X			
14	Repetitive Hand Motion	X			
15	Use of Arm Muscles over Extended Periods			X	
16	Use of Leg Muscles over Extended Periods			X	
17	Overhead Work				X
18	Stationary desk or bench work		X		

This job requires employees to be able to lift and carry up to 25 pounds without assistance.

Job working conditions			
		Yes	No
1	Working Outdoors	X	
2	Working Indoors	X	
3	Operating forklifts or dangerous equipment		X
4	Operating motor vehicles	X	
5	Providing work direction to other employees		X
6	Working with chemicals		X
7	Working near fumes and vapors		X
8	Driving a City vehicle or personal vehicle	X	
9	Driving is an essential function of this job	X	
10	Subject to random DOT drug and alcohol testing		X

CITY OF RAMSEY

DATA PRACTICES ADVISORY

PLEASE READ THIS ADVISORY BEFORE COMPLETING THE ENCLOSED APPLICATION

As an applicant for employment with the City of Ramsey, you are being asked to provide information which will be used to evaluate your qualifications and suitability for employment.

Attached are several documents which ask for your signature and/or personal information about you. You are not legally required to supply any of the data requested. However, if you do not supply the requested information, the City will be unable to fully and adequately determine your suitability for employment which may reduce your chances for employment with the City.

The data which you are being asked to provide is defined as personnel data under the Minnesota Government Data Practices Act (the Act). Under the Act, personnel data, information collected because the person has or had an employment relationship with the City, is typically classified as public or private.

The following data on applicants for employment is public, and therefore accessible by the public upon request: veteran status, relevant test scores, rank on eligibility list, job history, education and training and work availability. As an applicant, your name is private data except when you are selected as a finalist for a position. The remaining data which you provide is generally classified as private data. A third party is entitled to access to private data only with your consent, or pursuant to a court order or a statutory provision.

If hired, the following personnel data is classified as public: name; actual gross salary; salary range; contract fees; job title; bargaining unit; education & training background; previous work experience; date of first & last employment; work location; work telephone number; badge number; honors & awards received; actual gross pension; job description; value/nature of employer paid benefits; the basis for and amount of any compensation in addition to salary including expense reimbursements; payroll time sheets (except information that reveals the reasons for the use of sick and/or medical leave); existence and status of complaints/charges against the employee, whether or not disciplinary action was taken; final disposition of any disciplinary action including the reasons for the action and data documenting the basis for the action; and, terms of an agreement settling any dispute arising out of an employment relationship.

The information submitted with your application for employment with the City of Ramsey may be conveyed to third parties to the extent that it is necessary to complete an employment background investigation or as otherwise allowed or required by law.

I HAVE READ, AND I UNDERSTAND, THIS DATA PRACTICES ADVISORY

APPLICANT'S SIGNATURE

DATE

**CITY OF RAMSEY
ELECTION OF VETERAN'S PREFERENCE**

Name: _____

Do you wish to claim veteran's preference? Yes No

Application for veteran's preference points

Eligibility:

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their training and experience examination results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points, you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

Instructions:

You must supply a copy of your DD214. Disabled veterans must also supply Form FL-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply their marriage certificate, the Veteran's DD214 and FL-802 or death certificate.

Veterans preference application

Veteran: Self Spouse If spouse, veteran's name: _____

Branch of service: _____ Dates of Active Duty: from _____ to _____

Rank at discharge: _____ Type of Discharge: _____

Date of final discharge: _____ Service number: _____

Are you receiving or eligible for a military pension? Yes No

Do you have a compensable service-related disability? Yes No

Type of preference requested: Veteran Disabled Veteran
 Spouse of veteran Spouse of disabled veteran

Signature

Date

Please return this form with your application.

CITY OF RAMSEY
APPLICANT SURVEY

TO ALL APPLICANTS

The information requested in the following questions will not affect you as an applicant. The information will be used to gather statistics to complete reports, track the status of the Affirmative Action Plan for the City of Ramsey and to determine how effective our recruitment efforts are. We would appreciate your assistance in our efforts to ensure equal employment opportunity.

Providing this information is STRICTLY VOLUNTARY.

Title of position for which applying:_____

City and State in which you reside:_____

Your age:_____ Your sex:_____

What Race/Ethnic group do you consider yourself?

American Indian or Alaskan Native _____ Asian and Pacific Islanders_____

Black_____ Caucasian_____ Hispanic_____

Do you have a disability? _____ Yes _____ No

If yes, please identify:_____

If you wish to identify your veteran status, please complete:

_____ Disabled Veteran _____ Vietnam Era Veteran

Referral Source: _____ Ad (please specify)_____

_____ Ramsey Employee _____ Job Service _____ School

Other source:_____

Failure to provide this information will not jeopardize or adversely affect your consideration for employment. This information will not be used in the selection process for employment. Upon receipt by the City, this form will be kept in a confidential file separate from your application.