



CITY OF WASHINGTON, ILLINOIS Finance & Personnel Committee Communication

Meeting Date: January 19, 2021

Prepared By: Ray Forsythe, City Administrator; Joanie Baxter, Finance Director; Alyssa Goodman, HR Specialist; Jon Oliphant, Planning & Development Director

Agenda Item: Budget Initiatives Planning & Development, Administration & Finance

Explanation: Below is an overview of initiatives staff would like to discuss for inclusion in the FY 2021/2022 Budget.

- The FY 2020/2021 budget includes the TYLER software and related implementation costs. This has been a huge process for City Hall Staff and we are maneuvering through this change and the purchase of the software and implementation charges have been incurred. Staff would like to add a few more components to this comprehensive software in the upcoming budget year. This includes Service Requests, Business Licensing and possibly Project Accounting. It is anticipated that these packages, including implementation and training will be approximately \$50,000. This is an estimate and by the time the Legislative/Administrative budget is presented to the City Council work session a firm number will be obtained. There would be a one-time cost for hosting, implementation and training and then ongoing support and maintenance fees.
- Voice over IP (VOIP). The City's current phone system was purchased in 1999/2000 and has not been updated since that time. It is a land line system which currently connects City Hall and the Police Department but not the Public Works Facilities. Staff is working with IT360 to develop a Request for Proposals for a new internet based system which will meet the needs of the City and connect all facilities. It will require all new equipment. VOIP offers substantial savings on monthly costs due to a significant reduction in land lines and the costs associated with this. Staff is still investigating this proposal and does not have a reliable budget estimate at this time. I have received feedback from Morton and Normal, who have both gone through this process with costs ranging from \$25,000 - \$250,000. Staff would like to get feedback from the Committee on the desire to continue to move this initiative forward with a reliable estimate by the time the budget document is presented at an upcoming work session. There would be a one-time cost for equipment and software and ongoing maintenance and fees for internet. This proposal should result in a reduced overall cost in future budgets.
- City Code Recodification. The City Code has been maintained by the Clerk and changes to the Code have been made and the online version and official Code of Ordinances maintained as Council action occurs. There are often State and Federal legislative actions that require code amendments on the local level as well as potential errors or missing amendments. There are several firms in Illinois that specialize in reviewing and updating Codes, identifying conflicting sections and are also knowledgeable of best practices. Staff is seeking direction from the Committee on including an estimated \$25,000 to allow for a Request for Proposals/Qualifications to seek a professional firm to perform this service for the City. There are options for a one-time service or an ongoing relationship where any future Council or legislative action is automatically updated by the company and provided to the City for an annual maintenance fee.
- Human Resources activities. Priority projects for the remainder of this fiscal year and into the next fiscal year include the continued review of all job descriptions as part of a classification study; a staffing study to evaluate and recommend any changes or recommendations to the City's employee distribution and makeup; a compensation study to evaluate the current pay plan and ranges and appropriate placement of employees into the ranges; and development of a comprehensive performance evaluation process. While existing staff can complete much of this work, I believe that we may need to look at

outside sources to validate and provide independent and unbiased feedback, data and recommendations. Staff is seeking feedback from the Finance & Personnel Committee on this initiative. A firm budget number will be developed to be included in the draft budget that will be presented at an upcoming meeting. A preliminary estimate is a maximum of \$25,000.

- Website. The City's website was updated several years ago and it was consistent at the time with those of other municipal websites throughout the country. Many technological and design improvements have been made in the industry and staff would like to seek direction and support for a website update. The website is a key tool used by staff, residents, visitors and private developers to gather information on the City of Washington and historical and legal information. A well-maintained and updated website is essential in providing transparency and meeting Open Meeting Act requirements for public meetings. Staff has received a preliminary proposal from the current website host and developer at a cost of \$10,500. Staff thinks that changes to this scope could be made and if direction from the Finance & Personnel Committee is received a more formal budget and schedule will be developed. This item could be undertaken this fiscal year with existing funds should the Committee wish Staff to pursue this option.
- Possible residential rehabilitation grant program. Many cities offer grant assistance for the exterior rehabilitation of older homes. These typically involve the City providing financial support up to 50% of the cost with a minimum and maximum project cost. Such a program may be viable on the east and/or west sides of the city. The total cost would be dependent on how many homes it might assist but staff would recommend allocating at least \$50,000 in initial funding if there was interest in a pilot program.
- Additional business marketing. The current budget includes \$10,000 to use towards marketing, which is in progress with Business Builders Marketing and is focused on digital advertising for Facebook and Google. It is intended to be compatible with print and broadcast advertising undertaken by the Chamber. Digital marketing offers a lot of flexibility with a solid return on investment for a relatively small expense. In addition to continuing to incorporate digital marketing long-term, further funding could be utilized to produce videos on a variety of levels that could be placed on the City's website and other sites. A preliminary estimate is \$20,000 to complete a series of videos in addition to continuing with the digital marketing.
- Citywide wayfinding signage. This would be intended to have a unified and unique branding of signage to direct visitors to a variety of landmarks or facilities within the city. The desire at this point would be to delay the consideration of funding for this until after the comprehensive plan is complete in early 2021. The cost is TBD depending on the number, size, and content of any signs.
- Zinser Place reconstruction. The TIF district, which is currently set to expire at the end of 2021, covers about 210' of the east end of Zinser. The TIF account has previously had funds budgeted for the reconstruction of the brick street and associated water and sanitary sewer repairs. With the recent completion of the W. Holland project, staff has a template for the possible reconstruction of the other brick streets in the city. This also provides a better handle on the anticipated cost. It is estimated that \$300,000 would be sufficient for this project, including the completion of engineering. Direction is requested on whether to proceed with this project given the upcoming sunset of the TIF district and no assurance that a second extension would be granted by the State legislature. An option could be to complete the design engineering in 2021 and to then hold off on the construction until/if the life of the TIF district is extended.

Fiscal Impact: To be determined once direction from the Finance & Personnel Committee is received.

Action Requested: Staff is seeking direction from the Finance & Personnel Committee on the bulleted items above. Should the Committee support any or all of the items, Staff will continue to refine the requests and validated budget will be included once the appropriate draft budgets are developed for presentation to the City Council.

Attachments: NONE



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Meeting Date: January 19, 2021

Prepared By: Ray Forsythe, City Administrator; Joanie Baxter, Finance Director; Alyssa Goodman, HR Specialist; Jon Oliphant, Planning & Development Director

Agenda Item: Staffing Overview Planning & Development, Administration & Finance

Explanation:

Retirements have positive and negative impacts on an organization. Over the last year we had four long term employees retire from the City. City Clerk Pat Brown retired after 27 years of service to the City; Carol Moss with 25 years; Kirk Hoog, 22 years and Rick Janes (RJ) with 31 years. All served the City for many years and with their retirements, over one hundred years of institutional knowledge went with them. Fortunately for us they are only a phone call away if we need something that they could easily answer, unfortunately, they are not here on a daily basis to utilize their job knowledge and experience. One of my goals when I arrived in Washington was to establish a sustainable plan for succession, professional development and a clearer path for employees to work their way up in the organization should they have ambitions to do so. We started with reorganizing the Public Works Department to allow for much needed laborers, supervisors, a utility superintendent and a public works director. In addition, management is dedicated to implementing job training and safety protocols, cross training and a clear chain of command. I feel that while still in the early stages of implementation, we have seen improvements in morale and productivity and clear interest from existing staff to seek higher level jobs, training and certifications.

Similar changes were implemented at City Hall with the separation of the Public Works responsibilities to the City Engineer, adding an Engineering Tech and revised the Planning & Development Director and Finance Director job descriptions to match their actual duties. We also developed and filled the Executive Administrative Assistant and Human Resources Specialist positions.

We have two retirements upcoming at City Hall. Mary Westerfield (25 years), Payroll/Customer Services Supervisor; and Becky Holmes (23 years), Building and Zoning Supervisor, have both announced their intent to retire by the end of the fiscal year. These employees have been with the city for a very long time and have worked their way up the organization from entry level positions. Both were very instrumental during the recovery from the tornado in 2013 and their current positions are a conglomerate of duties that they were doing and others that were given to them when coworkers retired and positions not refilled.

It is important to review positions when they become vacant and review the overall structure of the organization and determine if changes are necessary. In both cases, I believe there are opportunities to build a stronger structure and implement similar changes as was done in the Public Works divisions. The proposal continues to look at the overall organization with a focus on succession planning, professional development and appropriate distribution of duties and separation of duties. Separation is very important in the Finance Department as internal control and generally accepted accounting principles dictate approved accounting methods and practices.

Planning & Development:

Replace the Building and Zoning Supervisor with a Planner, which will maintain the essential duties of this position including code enforcement, zoning inspections and analysis for permits, managing building permits

and inspections, etc. Some inspections will be shifted to the Engineering Tech like driveway, sidewalks and foundations. Other non-related duties that are currently being performed will be shifted to the Finance Department and a proposed part time Custodian which will be discussed with the Public Works staffing overview and come back to the Finance & Personnel Committee once it's better defined. The Planner position as developed would require a bachelor's degree or master's degree and at least 1 year of experience. This position will provide backup to the Planning & Development Director and assist the City as we continue to develop our succession plan. The Planner job description is attached to this Memo and will require approval of the job description. This retirement is scheduled to take place at the end of March so it is our desire to post the Planner position once approved and hopefully filled in April.

Finance and Administration Reorganization:

Executive Administrative Assistant retitled to Communications Specialist which is a reflection of the duties being performed. This change will take place on February 1st. It does not require separate action because the job description is adequate but the job title change reflects the duties being performed.

The Payroll/Customer Services Supervisor position currently provides supervision to the 3 Customer Service Specialists, provides leadership and responsibilities in utility billing, is the lead on payroll and performs human resource responsibilities related to benefits, employee file maintenance and has been the main contact to employees prior to the Human Resource Specialist hire. This position has also been the lead on the utility and payroll portions of the TYLER software conversion and has managed the utility billing and payroll processing components of both the old system and the new TYLER system. Like the Building and Zoning Supervisor, this position has evolved over the last 10 years due to added demands from the tornado as well as the retirement of other City Hall employees who were not replaced and duties redistributed to existing staff.

Following is a summary of the proposed changes to the organization chart as a result of this retirement which will be phased in over the remaining months of the fiscal year: Maintain 3 Customer Service Specialists, add Finance Support Specialist, reclassify the Accountant, rename and reclassify the Human Resource Specialist to Human Resource Manager and retile the Executive Administrative Assistant to Communications Specialist.

While these changes are proposed for the organization it is easier to summarize the changes including the current employee in the position. Following is a summary of the changes:

- Customer Service Specialist II – Cara Hanson. The position provides reception duties as well as utility support. Currently – Customer Service Specialist I. This promotion would take place on May 1st with the retirement of the Payroll/Customer Services Supervisor and reflects additional duties with the TYLER software and redistribution of duties.
- Senior Customer Service Specialist – Paula Arnold. This position is the senior position and is the lead worker in the Customer Service division. Currently – Customer Service Specialist II. This position will be trained to eventually become the Customer Service Supervisor with staff supervision responsibilities. This promotion would take place on February 1st to provide adequate time for training prior to the retirement of the Payroll/Customer Services Supervisor. This promotion reflects additional duties taken on due to the impending retirement and redistribution of duties and the requirements of the new TYLER system.
- Customer Service Specialist I – this is an entry level customer service position that will be filled on May 1st at the time of the retirement of the Payroll/Customer Services Supervisor and a vacancy due to the creation of a new position – Finance Support Specialist which is outlined below and filled by the Current Customer Service Specialist II – Jill Thomas.
- A new position - Finance Support Specialist to be filled by Jill Thomas, currently a Customer Service Specialist II. This new position will provide Finance Support responsibilities, including primary for Payroll, backup to Customer Service and Human Resources, and assistance to Accountant and Finance

Director. This change will take place on May 1st with the retirement of the Payroll/Customer Services Supervisor. This position takes on many of the payroll, utility and human resource support. It also allows for the redistribution of duties due to the new TYLER software and the retirement of the Building and Zoning Supervisor who also performed duties related to office management, finance support and other miscellaneous tasks. The job description is still being developed and will be presented to the Finance & Personnel Committee in February and will require approval by the City Council thereafter.

- Part-Time Accountant to be reclassified to reflect additional duties and responsibilities as a result of the TYLER software implementation, redistribution of responsibilities and ensuring that there is a separation of duties in the Finance division. This position will also be reclassified to a proposed new Part-Time Classification PT86 to reflect the professional nature of this position and will be a 32 hour/week position. This change will take place on February 1st.
- Human Resources Specialist reclassified and retitled as Human Resources Manager to reflect additional duties and responsibilities as a result of the retirement of the Payroll/Customer Services Supervisor and redistribution of duties from the Finance Director and City Administrator. This position will be the primary contact for Human Resources and responsible for the operation of this function. This will be a 32 hour/week position up from 20 and reclassified to a new Part-Time Classification in the pay plan PT86. This change will take place on February 1st.
- The Clerk's Assistant position is proposed to remain budgeted but unfilled until the job description is developed shortly after the fiscal year begins. This will require separate recommendation and approval by the Finance & Personnel Committee and City Council in the future.
- Revise the Pay plan to include a new Part Time Classification PT86. This reflects the professional level duties of the Accountant and Human Resource Manager. This is attached to this memo and will require separate action by the City Council and would go into effect in February.

Staffing Request/Fiscal Impact

Due to the 2 pending retirements and the creation of 1 new position in Planning and 1 new position in Finance/Utilities and the plan to reclassify and redistribute duties, staff is proposing only a minor increase in Full Time Equivalents (FTE's) in this budget proposal:

- Renaming the Executive Administrative Assistant to Communications Specialist with 24 hours/week budgeted. The current budget reflects a full-time employee so this is a reduction. Remain in the PT70 Range.
- Elimination of the Payroll/Customer Services Supervisor position. Range 74
- Elimination of the Building and Zoning Supervisor position. Range 72
- Creation of the Planner position. Range 80
- Creation of the Finance Support Specialist position. Range 58
- Hire a Customer Service Specialist I. Range 46
- Reclassification of the Accountant from the PT70 to the proposed PT86 Range with 32 hours/week budgeted.
- Reclassification and renaming the Human Resource Specialist to Human Resource Manager from the PT70 to the proposed PT86 Range with 32 hours/week budgeted.

Fiscal Impact:

FTE – increase from 6.15 to 6.25 or .10 FTE increase.

Current Fiscal Year impact: Current year impact for reclassifications effective February 1, 2021 is approximately \$5,000.

Proposed Budget impact: Dependent upon the General Wage Increase for FY21-22 but estimated to result in an overall savings of over \$25,000.

Action Requested: Staff is seeking direction from the Finance & Personnel Committee on approving the creation of the Planner and Finance Support Specialist positions (February Meeting), renaming the Executive Administrative Assistant to Communications Specialist, approval of the proposed PT86 Pay Range and reclassifying the Accountant from PT70, Renaming the Human Resource Specialist to the Human Resource Manager, approving the revised job description and reclassifying to the proposed PT86 Pay Range from PT70.

Attachments: Job Descriptions: Planner, Human Resource Manager; Pay Range PT86; Proposed Organizational Chart for impacted departments.

Range	1	1A	2	2A	3	3A	4	4A	5	5A	6	6A	7	7A
PT32	14.76	15.63	16.49	17.35	18.22	19.10	19.97	20.87	21.75					
PT40	16.36	17.14	17.92	18.71	19.49	20.29	21.07	21.88	22.68					
PT48	17.95	18.65	19.35	20.04	20.76	21.45	22.17	22.88	23.60	24.31	25.04	25.77	26.49	
PT50	18.39	19.12	19.83	20.54	21.27	21.99	22.72	23.45	24.19	24.93	25.65	26.41	27.15	
PT51	18.71	19.63	20.61	21.13	21.67	22.21	22.75	23.90	24.50	25.11	25.74	26.38	27.05	
PT52	18.86	19.59	20.33	21.05	21.80	22.55	23.29	24.04	24.78	25.54	26.31	27.06	27.83	
PT54	19.57	19.93	20.68	21.43	22.18	22.93	23.70	24.46	25.23	25.99	26.76	27.53	28.32	
PT56	19.94	20.51	21.28	22.05	22.83	23.60	24.39	25.17	25.96	26.75	27.54	28.34	29.13	
PT58	20.30	21.08	21.88	22.68	23.48	24.27	25.07	25.88	26.69	27.50	28.32	29.14	29.95	30.55
PT70	23.55	24.46	25.38	26.29	27.22	28.14	29.08	30.02	30.95	31.90	32.84	33.80	34.75	35.44
PT86	28.34	29.44	30.54	31.65	32.76	33.88	34.99	36.12	37.25	38.38	39.52	40.67	41.81	42.65

Public Works Part-Time Laborers: 1st year - \$10.96 per hour; Returning - \$11.61 per hour; 3rd year or more - \$12.33 per hour

46 - Custodian, 50 - Office Assistant; 52 - Customer Service Specialist I; 56 - Customer Service Specialist II, Police Admin, Support Specialist;
 58 - Administrative Officer; Administrative Assistant; Finance Support Specialist; 60 - Senior Customer Service Specialist;
 72 - Customer Service Supervisor; 80 - Planner; Planning & Development Coordinator 86 - Accountant;
 96 - Deputy Chief of Police; Utilities Superintendent
 PT40 - Part-Time Custodian; PT48 - Part-Time Cemetery Sexton; PT51 - Part-Time Officer/Asst. Commander/Commander,
 Part-Time Records Clerk; PT54 - Part-Time Administrative Assistant; PT56 - Part-Time Pol. Admin. Support Specialist;
 PT70 - Part-Time Communications Specialist; PT86 - Part-Time Accountant; Part-Time Human Resources Manager

Base	After 3	After 6	After 9	After 12	After 15	After 18	After 21	After 24
77,812.57	79,300.79	80,789.01	82,278.81	83,022.92	83,767.04	84,511.14	85,255.25	86,007.27



HUMAN RESOURCES MANAGER

Division: Administration **Reports to:** City Administrator

JOB SUMMARY: Appointed by and under the supervision, direction and management of the City Administrator, this position manages, administers and coordinates the activities of the human resources division in support of policies, goals and objectives established by the City Council and City Administrator. In addition, the position provides high level administrative assistance to the City Administrator and oversees risk management functions for the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages Human Resources functions, and plans, develops, recommends, and implements human resources activities, policies, procedures, and programs, assisting upper management as requested.
- Oversees risk management functions for the City including monitoring and tracking the City's insurance coverage and losses.
- Provides highly responsible, complex and confidential administrative and technical work in support of the City Administrator.
- Provides clerical and recordkeeping support as required for all City, State and federal mandated employee compensation and benefits programs, including but not limited to the: Fair Labor Standards Act (FLSA); Americans With Disabilities Act (ADA); and Family and Medical Leave Act (FMLA).
- Continuously work to improve human resource processes. Research, recommend and draft changes to policies, procedures, guidelines, manuals, safety programs and job descriptions, and clearly communicate such to job applicants, employees, City officials, customers, vendors, etc.
- Manages City wide benefit program, including health and retirement plans; conducting annual Open Enrollment and managing City Wellness Program.
- Completes full cycle recruiting while maintaining regular communication with each department to understand needs and various talent gaps.
- Conduct staffing needs analysis, wage and benefit surveys.
- Coordinate compensation surveys and evaluate jobs using established evaluation systems to ensure equitable wage and salary rates, both internally and externally.
- Prepare and handle legal and highly confidential information related to collective bargaining.
- Ensures timely processing of workers' compensation claims; evaluates accident reports to determine accuracy and completeness and to ensure adequate investigation; ensures that the City is in compliance with applicable laws and regulations; provides training and guidance to claims coordinators in all departments.
- Design, implement and improve risk management processes. Coordinate all aspects of City-wide safety training programs and present training as required.
- Review claims and recommend loss control strategies and claim reserves. Perform duties of third-party administrator (TPA) for workers' compensation claims against the City and process associated invoices for payment.
- Other duties and/or responsibilities as assigned.

SECONDARY DUTIES

- Assists the City Administrator with projects as required.
- Oversees disciplinary action against employees who violate rules and regulations and addressing employee grievances; includes participation in performance improvement plans and reevaluations.
- Perform multifactor data and cost analyses with the ability to design, compile and format important, detailed, confidential and complex reports.
- Assist in the preparation of the annual budget.
- Performs other duties as assigned from time to time.

REQUIRED JOB SKILLS, COMPETENCIES & EXPERIENCE

- Strong skills in interpersonal communication, writing, and organization.
- Ability to handle confidential information with great sensitivity.
- Ability to work with limited supervision and high motivation.
- Good reasoning abilities. Sound judgment.
- Ability to work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Thorough knowledge of acceptable practices and standards in human resources, maintaining compliance with

POSITION CLASS SPECIFICATION – HUMAN RESOURCES MANAGER

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federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

- Strong knowledge of job classification methods, performance management practices, employee benefits, labor relations and professional development concepts.
- Exceptional skill in public, employee and labor relations and in maintaining effective working relationships; advanced skill researching and analyzing information.
- Skilled using Outlook, Word, Excel, Access, PowerPoint; payroll and HR software, and report generating software – Tyler Technologies preferred.
- Define problems, collect data, establish facts and draw valid conclusions; solve problems involving several variables where only limited standardization exists.
- Ability to read and interpret complex documents such as policies, procedures, regulations, laws, labor agreements and employment contracts; present information to a variety of audiences ensuring comprehension; provide testimony in claims and suits against the City.

SPECIAL REQUIREMENTS

- Must possess a valid Illinois State motor vehicle operator's license, or have the ability to obtain one by start of employment.
- Ability to attend frequent training sessions to remain up to date on all federal, state, and local laws to maintain compliance.

REQUIRED EDUCATION

- Bachelor's degree from an accredited college or university with concentration in business administration or human resources and five years progressively responsible experience in a full-service human resources department; or equivalent combination of training and experience that provides the required knowledge, skills and abilities.
- Professional HR Accreditation preferred (SPHR or SCP)

TOOLS AND EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; HRIS technology; phone, fax and copy machine.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderately quiet.

I, _____, have received a copy of this Job Description and have read it thoroughly. I understand all that is required of me and acknowledge that I have no limitations or medical condition that would prevent me from fulfilling my job responsibilities. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with The City of Washington.

Name

Date Signed



PLANNER

Division: Planning and Development

Reports to: Planning and Development Director

JOB SUMMARY: This position is an entry-level position responsible for performing professional, administrative, technical, regulatory and programmatic functions that are the responsibility of Planning and Development Department. This position examines the working plans of proposed buildings and other structures for their compliance with the City zoning ordinance; enforces the zoning regulations; makes interpretations and decisions in applying provisions to individual projects; performs zoning analyses work and other planning functions of the Planning & Development Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Researches existing records; analyzes and interprets the regulations of the zoning ordinance pertaining to uses, structures and construction within the City of Washington and responds to FOIA requests for zoning related information from external customers.
- May make zoning-related field inspections of properties to check for compliance with the zoning ordinance and prepares investigative reports on inspections.
- Performs zoning analyses for applications to determine if zoning relief (e.g., variations, special uses, and planned developments) is required.
- Performs zoning analyses for permit applications including, but not limited to: Consolidations and subdivisions of property. All work requiring building permits and developments, construction, addition, expansion and conversion of structures.
- Coordinates inspections for building, electrical, plumbing and life safety. Prepares monthly payouts for each.
- Figures construction value for new construction from RS Means Square Foot Costs manual.
- Enforces all City Council adopted building and building-related codes, including IBC, IRC, NEC, the Illinois State Plumbing Code., and the Dangerous Buildings Code.
- Change of use for business license applications, food services, and as a part of other licensing programs.
- Control over use provisions, separation of lots, nonconforming status and elimination of uses and buildings.
- Vacation of alleys and in some cases of sale and purchase of property.
- Aldermanic and resident complaints of zoning ordinance violations.
- Reviews submitted building plans with other plan reviewers of the Planning & Development Department and other City Departments as needed.
- Creates letters and/or makes phone calls on violations and follows up until abated.
- Prepares lien waivers for unpaid fines.
- Prepares monthly and yearly building reports
- Other duties and/or responsibilities as assigned.

SECONDARY DUTIES

- May subsequently consult with Developers, Engineers and Builders, during the successive phases of planning and on the completed project plan on items including, but not limited to, interpretation of zoning regulations, consultation on alternate plans, compliance, and timeliness.
- Provides technical assistance, advice, and interpretation to residents and City officials by meeting with them or by phone or email on provisions and requirements of the zoning ordinance.
- Reviews zoning applications and prepares staff report packets for Planning & Zoning Commission, Preservation Commission, Public Works Committee and City Council as required.
- Attends evening meetings as required.
- Performs other related duties as required.

REQUIRED JOB SKILLS & COMPETENCIES

- Well-developed knowledge of one or more planning disciplines, such as land use, urban design, or preservation.
- Considerable knowledge of zoning and/or preservation ordinances and Land Use Regulatory policy.
- Working knowledge of zoning principles and practices.
- Working knowledge of modern principles and practices of construction.
- Working knowledge of the legal procedures involved in enforcing zoning ordinances and other related codes.
- Ability to read and understand architectural plans.

POSITION CLASS SPECIFICATION – PLANNER

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- Considerable knowledge of and ability to use Internet search engines, word processing software, email, and Windows operating systems.
- Ability to understand theory and process of land use regulations as administered by local municipalities throughout the U.S. Functional knowledge of personal computer applications including word processing, spreadsheets, web-based applications, databases, and GIS.
- Ability to work with and relate to a diverse group of residents from varying socioeconomic and ethnic backgrounds.
- Excellent organizational and project management skills.
- Excellent oral, written and interpersonal communication skills in dealing with individuals and groups at all levels.
- Self-motivated, disciplined, organized, and reliable. Innovative, creative, resourceful and independent thinking.

SPECIAL REQUIREMENTS

- A valid Illinois State motor vehicle operator's license.
- Ability to be a certified One- and Two-Family Dwelling Inspector and a Plan Examiner.

REQUIRED EDUCATION & EXPERIENCE

- Must possess a bachelor's degree from an accredited college or university in Urban Planning or substantially similar area. Possession of a master's degree is preferred.
- Must possess one (1) or more years of progressively responsible experience working in the public sector with land use policy, theory and analysis as applicable to developing land use regulations.

TOOLS AND EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; phone; fax; and copy machines.
- Ladder; scaffolding; tape measurer.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The ability to occasionally work outside in a variety of weather and environmental conditions

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is moderately quiet.

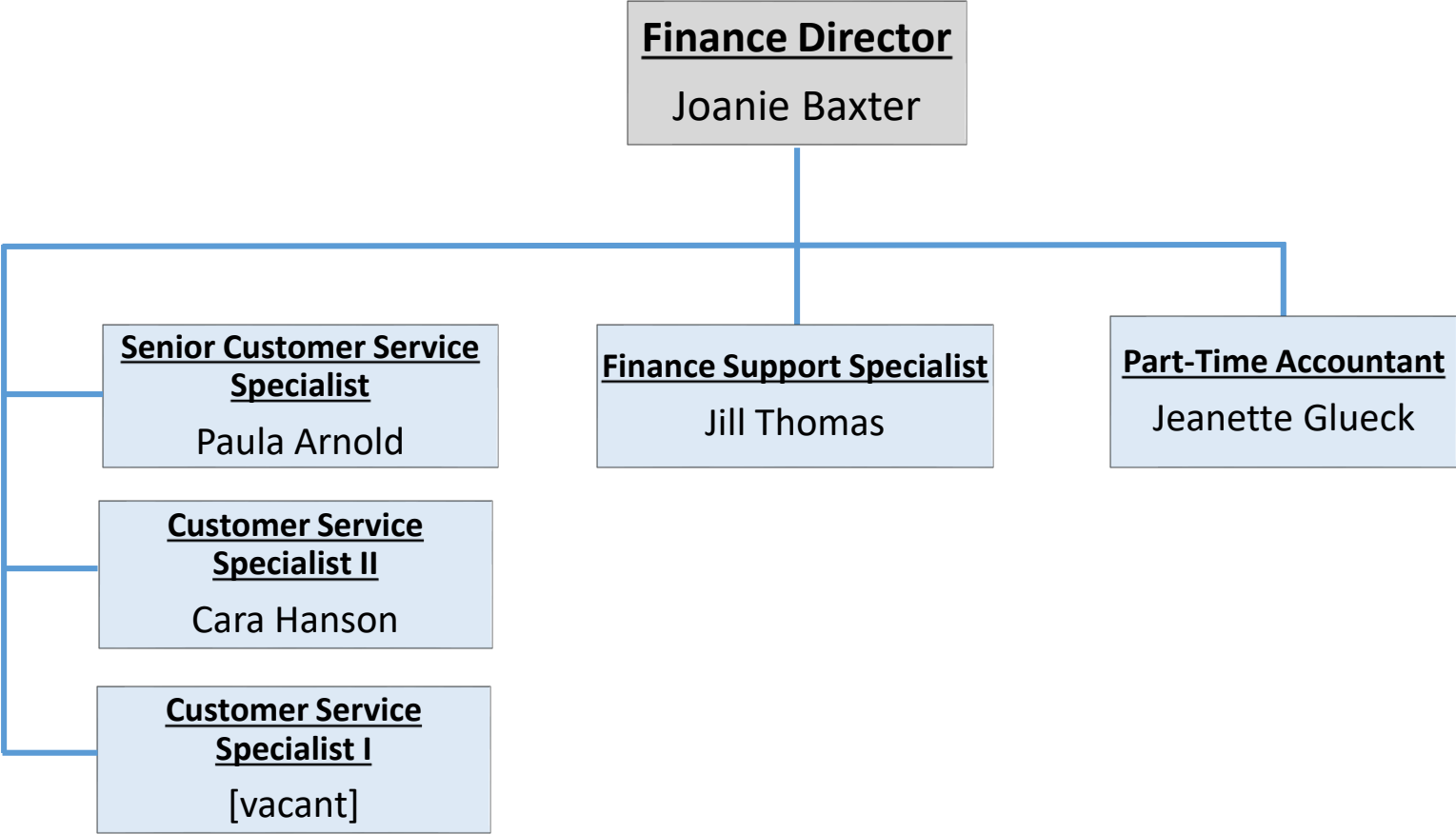
I, _____, have received a copy of this Job Description and have read it thoroughly. I understand all that is required of me and acknowledge that I have no limitations or medical condition that would prevent me from fulfilling my job responsibilities. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with The City of Washington.

Name

Date Signed

{Proposed}

Finance Department



{Proposed} Planning and Development

