

**LAMBERTON CITY COUNCIL**  
**WORK SESSION MEETING • CITY HALL**  
**January 13, 2026 • 6:00 P.M.**

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**1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES**

- A. Additions/Deletions to Agenda

**2. GENERAL BUSINESS**

- A. Review Positions

- 1. Assistant Clerk
- 2. Clerk/Treasurer
- 3. Custodian
- 4. EDA Coordinator
- 5. EMS/Public Works Position
- 6. Library Aide
- 7. Library Director
- 8. Maintenance Worker
- 9. Police Chief
- 10. Police Officer
- 11. Public Works Supervisor
- 12. Swimming Pool Lifeguards
- 13. Swimming Pool Manager

- B. Review Wage Schedule

- 1. 2026 Wage Schedule

**3. NEXT MEETING DATES**

- A. Next Regular Council Meeting February 9, 2026

**4. ADJOURNMENT**



# ASSISTANT CLERK

## Job Description

### I. IDENTIFYING INFORMATION

JOB TITLE:	Assistant Clerk	WORK/PAY STATUS:	Part-Time, Hourly
SUPERVISOR:	City Clerk	FLSA STATUS:	exempt
DEPARTMENT HEAD:	City Clerk	PAY GRADE:	5
DEPARTMENT:	Administration	WORK SCHEDULE:	Per Supervisor
WORK LOCATIONS:	City Hall		

### II. PURPOSE STATEMENT

Performs semi-skilled and skilled receptionist, clerical (accounting/bookkeeping) and administrative support work for the City Clerk. Serves as the frontline customer service person for City Hall. May provide secretarial, clerical and administrative support to other city departments, the City Council, and advisory bodies of the Council.

### III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Clerk
Communicates with:	
<i>Internally:</i>	All other city employees and volunteers
<i>Externally:</i>	Suppliers, contractors and repair services, City residents
Supervises:	None

### IV. INDEPENDENCE, JUDGEMENT, & DECISION MAKING

A new hire in this position initially works under the close supervision of the City Clerk and closely follows department policies, procedures, and standards for assigned work tasks. Informal and on-the-job training (both supervisor- and self-directed) is critical for employee to gain competency and proficiency in all aspects of the position. At full performance level the employee is expected to exercise greater independence for initiating, prioritizing, and performing routine work tasks. The employee is also expected to review own work results to ensure quality standards are met. The employee is required to seek Supervisor's review and approval on all non-routine matters.

# ASSISTANT CLERK

## V. ESSENTIAL FUNCTIONS

*This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.*

### 1. Keeps Supervisor informed of all noteworthy matters.

### 2. City Hall Front Counter Services

- Answers phone and greets/receives city hall visitors, routing calls and referring persons to appropriate staff member or taking accurate messages.
- Provides general information to the public and city employees, referring other requests to Supervisor or appropriate city employee.
- Receives check & cash payments for utility bills. Assists with license/permit applications with authority to issue certain permits as specifically directed by Supervisor.
- Maintains own work files and participates in the City's centralized recordkeeping system.

### 3. Accounting/Billing Support

- Assists City Clerk with various routine accounting tasks in utility billing, A/R, and A/P functions.
- Performs daily and other cyclical tasks associated with utility billing process: uses automated software to calculate, review and print monthly bill register and utility bills; post payments, reconciles batches and prepares receipts and bank deposits; and maintains customer accounts/property information.
- Assists Supervisor with past-due accounts. Handles customer inquiries, referring difficult problems to City Clerk.
- Uses automated software to enter A/R and A/P transactions when needed. Performs other routine accounting tasks as directed.

### 4. Special Projects

- Assist with management of content for City's website.
- Assists Supervisor in the preparation of content for city newsletters, resident mailings, and other materials. Assists with proofreading and either makes or suggests corrections.
- Assists with management of computer security and maintenance.
- Assists with management of safety program.

### 5. Administrative and Clerical Support

- Provides administrative support including data entry, filing, copying, faxing, e-mailing, and drafting, proofing, typing and editing various correspondence and reports with efficiency and accuracy.
- Sorts and distributes incoming mail. Processes outgoing mail.
- Assists with the coordination and preparation of agendas and information packets, checking materials for correctness in terms of order of documents, format/layout, and proofreading (grammar, spelling, etc.).
- Prepares and proofreads word processed minutes and other materials for spelling, grammar and punctuation following up with corrections as needed.
- Prepares and distributes meeting notices for various departments and city advisory bodies.
- Assists City Clerk in processing and monitoring business licenses (e.g. alcohol, tobacco, etc.).

## VI. OTHER DUTIES & RESPONSIBILITIES

# ASSISTANT CLERK

- Makes deposits at local bank and processes mail as needed.
- Assists City Clerk with election judging and administration
- Performs other related duties and tasks as apparent or assigned by Supervisor.
- May be subject to periodic drug-testing as outlined in city policies.

## VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none"> <li>▪ each duty category and task</li> <li>▪ relevant laws, rules and regulations</li> <li>▪ relevant City policies and ordinances as well as the Administration Department's policies, procedures, and internal controls</li> <li>▪ City and each department's organizational structure, operations, programs, services and activities</li> <li>▪ some bookkeeping practices and procedures used in utility billing, A/P, and A/R</li> <li>▪ office procedures, business writing rules and techniques, and methods</li> <li>▪ relevant word processing, spreadsheet, presentation, and publishing/webpage software programs</li> <li>▪ City's automated accounting software including utility billing, payroll, and A/P modules</li> </ul>	<ul style="list-style-type: none"> <li>▪ being polite and courteous to callers and visitors</li> <li>▪ establishing cooperative and productive work relationships, particularly with coworkers</li> <li>▪ using training &amp; experience to solve problems and make decisions commensurate to position's authority</li> <li>▪ keyboarding and entering numeric &amp; alpha-numeric data with speed and accuracy</li> <li>▪ maintaining and retrieving complete and accurate computer and physical records</li> <li>▪ locating &amp; compiling data/information and performing basic research</li> <li>▪ understanding and performing mathematical calculations with accuracy</li> <li>▪ using available software program functionality to increase work productivity</li> <li>▪ achieving correctness and accuracy in work results</li> </ul>	<ul style="list-style-type: none"> <li>▪ improve personal knowledge base through on-the-job training and any other employer-provided training</li> <li>▪ focus on task at hand, handle interruptions, and switch from task to task</li> <li>▪ follow policies and procedures and internal controls with consistency and uniformity</li> <li>▪ interact with staff from various levels of local government and area organizations</li> <li>▪ handling not public data and other sensitive information IAW City policies and state statutes</li> <li>▪ initiate routine work duties and carry out tasks with little direct supervision</li> <li>▪ complete duties/tasks in a timely manner according to deadlines and supervisory targets</li> <li>▪ listening attentively and receive input/feedback (and constructive criticism) on performance</li> <li>▪ successfully attend any employer-required training</li> <li>▪ lift, carry or move objects up to 10 pounds (frequently), up to 25 pounds (occasionally)</li> </ul>

## VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

***Machines, tools, and equipment regularly used:*** Personal computer and peripherals, various software applications (word processing, spreadsheets, etc.), 10-key calculator, telephone, copy and fax machines, and other typical office equipment.

# ASSISTANT CLERK

## IX. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.*

*An equivalent combination of education and experience may be considered during the hiring process.*

1. High School Diploma or equivalent.
2. Some secondary or post-secondary coursework or other formal training (e.g. workshops, seminars, etc.) in areas of bookkeeping, accounting, and automated billing software.
3. Confidently perform clerical duties including use of word processing, spreadsheet software, email software, and record keeping. Some experience in account receivables, account payables, and billing software.
4. Ability to provide quality customer service.

## X. PREFERRED QUALIFICATIONS (not all-inclusive)

*Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.*

- ❖ Post-secondary education—resulting in a diploma/certificate/associate's degree—in bookkeeping, accounting, secretarial/administrative assistant, or comparable vocational-technical program.
- ❖ Experience in employee relations including management of both public & private data, records and information.
- ❖ Proficiency with automated accounting/billing software.

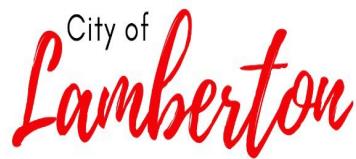
## XI. WORKING CONDITIONS (summary only)

*Includes characteristics related to both the job itself and its work environment.*

Works in typical office setting including sitting at desk for extended periods of time. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, sense of touch, and hearing. Physical demands also include moving around office and other spaces, reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. Performs some lifting/carrying/moving of objects such as files, file boxes, and copy paper. The noise level in the work environment is usually quiet in the office. Typically works set office hours and may work some evenings for meetings.

### **Data Practices Notice for City Employees with Restricted Access/Use Privileges**

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk-Treasurer.)



# CLERK/TREASURER

## Job Description

### I. IDENTIFYING INFORMATION

JOB TITLE:	City Clerk/Treasurer	WORK/PAY STATUS:	Full-time, Salary
SUPERVISOR:	City Council	FLSA STATUS:	Exempt
DEPARTMENT HEAD:	City Clerk/Treasurer	PAY GRADE:	9
DEPARTMENT:	Administration	WORK SCHEDULE:	8-5 p.m. (M-F) meetings
WORK LOCATION:	City Hall		

### II. PURPOSE STATEMENT

PURPOSE & NATURE OF WORK:	Serves as City's statutory Clerk and Treasurer including duties as Chief Administrative Officer for the City. Performs technical, specialized, and clerical work to support the daily administration (operations, programs, and activities) of the City. Exercises overall and direct responsibility for several areas such as centralized finance & accounting functions, risk management, legal notices, document management & recordkeeping, reporting, elections, licenses & permits, and in-person/on-line customer service. Promotes the efficient use of department and City resources. Undertakes economic development activities.
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### III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Council
Communicates with:	<p><i>Internally:</i> All other city employees and volunteers</p> <p><i>Externally:</i> Other clerk/treasurers &amp; city administrators as well as other appointed and elected officials; staff at various county, state, and federal agencies; LMC &amp; LMCIT staff; county attorney; city engineer; city auditor and financial advisors including the City's bond counsel and agent; other contracted consultants &amp; contractors; suppliers, vendors and salespeople including insurance agents &amp; personnel; City's official newspaper and other media outlets; business and community groups; and tourists, utility customers, and residents.</p>
Supervises:	Exercises general, technical and administrative supervision over city employees (except Police Department employees) either directly or through subordinate supervisors.

### IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS	As holder of statutory offices the incumbent has authority to manage each office's functions (except Police Department), processes and activities subject to City Council's oversight, City Council's policy guidance, and state law. The incumbent exercises staff and functional authority to organize and facilitate the flow of information to ensure the integrity of the City's legislative, electoral, data practices and reporting/recordkeeping processes including official use of the City Seal. Coordinates city's centralized HR/personnel administration activities as regularly assigned. Coordinates elections as chief election official. Executes other duties as assigned by the City Council.
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# CLERK/TREASURER

## V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

<b>DEPARTMENT</b> <b>ADMINISTRATION &amp; MANAGEMENT</b> <ul style="list-style-type: none"> <li>» Planning &amp; Budgeting</li> <li>» Policies &amp; Procedures</li> <li>» Laws, Rules &amp; Regulations</li> <li>» Records &amp; Information Management</li> </ul>	a. Prepares, executes, and evaluates operating plans, policies and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations and according to Council policies. b. Personally handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency. c. Prepares department's draft operating budget; administers Council-approved budget; and keeps Council informed of significant and noteworthy financial concerns and issues.
<b>LEADERSHIP AND COUNCIL SUPPORT</b> <ul style="list-style-type: none"> <li>» Staff Support &amp; Meeting Attendance</li> <li>» Research &amp; Analysis</li> <li>» Advice &amp; Recommendations</li> <li>» Administration &amp; Interpretation</li> <li>» Consultants &amp; Contractors</li> </ul>	d. Serves as Council's executive officer providing administrative, clerical and logistical support: coordinates the preparation/distribution of agenda and information packets, working with department heads and others to ensure the integrity of background information requested/required; handles Council's correspondence; and may track follow-up on Council directives, requests for information, and other action items. Works with Council to establish long- and short-term goals. e. Recommends new and revised Administrative Policies (e.g. ordinances, resolutions, & personnel policies), implementing and administering them after appropriate Council approval; and reviews format/layout of other departments' ordinances & resolutions. f. Serves as City's personnel officer with direct responsibility to administer city-wide HR/Personnel system: updates/revises personnel policies; coordinates hiring process, compensation plan, performance management, and other centralized HR functions; and prepares/submits pay equity report. g. Oversees and interacts with other consultants and contractors, coordinating selections with RFPs as directed. Monitors contracts assuring the desired level of service is provided. Oversees and participates in renewal of contracts and notifications such as fire service agreements. Informs Council of concerns and issues. h. Serves as City's safety officer with direct responsibility for assuring compliance with federal and state mandates including AWAIR, Right to Know and other MNOSHA programs.
<b>FINANCIAL &amp; ACCOUNTING</b> <b>COORDINATION &amp; GUIDANCE</b> <ul style="list-style-type: none"> <li>» Internal Controls &amp; GASB</li> <li>» City-wide Budgeting &amp; Plans</li> <li>» Cash Flow Management</li> <li>» Investment Management</li> <li>» Reporting &amp; Recordkeeping</li> <li>» Benefits Administration</li> </ul>	i. <u>Internal Controls</u> : establishes and manages finance & accounting controls for all city departments; communicates policies, standard forms and procedures to department heads; and regularly evaluates compliance, providing advice and assistance as needed. j. <u>Budget Preparation</u> : initiates preparation of City's consolidated operating and capital budgets, coordinating efforts with department heads; supports Council in setting property tax levy and rates; and presents overall budget to the Council. Prepares documents for required meetings (e.g. TNT, BAE, etc.). k. <u>Budget Administration</u> : administers Council-approved city-wide budget including a coordinating role in CIP plans; prepares monthly statements (revenue and expenditure reports, balance sheets, and cash balances) to assist and advise department staff; and provides regular and other financial reports to the Council. l. <u>Cash/Investment Management</u> : maintains auxiliary cash controls for investing, balancing, and other related accounting activities; monitors cash flow to ensure sufficient cash is available; reconciles all cash and investments with monthly bank/investment statements; and maintains required investment records and prepare related reports. Works with city financial consultant(s).

# CLERK/TREASURER

## V. ESSENTIAL FUNCTIONS (cont.)

<b>FINANCIAL &amp; ACCOUNTING COORDINATION &amp; GUIDANCE (cont.)</b>	<ul style="list-style-type: none"> <li>m. <b><u>Internal Checks, Balances and Audits:</u></b> reviews a variety of source documents (i.e. process inputs) and performs a variety of reconciliations and balancing adjustments to regularly verify and maintain the integrity and accuracy of the all financial statements and reports (i.e. outputs). Maintains complete &amp; accurate records.</li> <li>n. <b><u>Benefits Administration:</u></b> initiates/reviews all new hire paperwork; coordinates annual benefits renewal, researches options/offerings, and enrolls employees; and manages employee intranet site and coordinates wellness program. Manages ACA and COBRA administration.</li> </ul>
<b>STATUTORY CLERK (NON-FINANCIAL) DUTIES</b>	<ul style="list-style-type: none"> <li>o. <b><u>Legal Notices:</u></b> Prepares and publishes meeting agendas, advertisements, and legal notices of the City Council's regular meetings as well as public hearings and special meetings. Oversees or participates in the preparation/publication of other public notices as required by the county, state, or federal government.</li> <li>p. <b><u>Council Meetings and Minutes:</u></b> attends meetings to manage an accurate record of the proceedings, including video/audio recording and preparation of minutes; and indexes/files official minutes.</li> <li>q. <b><u>City Seal:</u></b> Signs and seals all legal papers on behalf of the City; certifies and files—with the county—official Council actions including ordinances and resolutions, official maps, and conditional use permits; certifies a variety of other documents dealing with people and property; and accepts legal papers and proper notification served on the City. Attests the Mayor's signature on official documents when required.</li> <li>r. <b><u>Mandatory Reporting:</u></b> Oversees and/or participates in the completion of any county, state, and federal forms and reports due for assigned areas.</li> <li>s. <b><u>City Elections:</u></b> Records proceedings of regular and special elections; registers voters and officiates elections; and notifies officials of their appointments to office, taking/certifying acknowledgements and administering oaths. Certifies, to the county, all appointments and election results; and prepares/submits to the county and state (SOS) other required notices, posting notices in city hall as required.</li> <li>t. <b><u>Licenses &amp; Permits:</u></b> Administers issuance of municipal licenses including building, business (liquor/gambling/other); animal; and various regulatory licenses as assigned—in accordance with applicable city ordinances and other regulations. Works with Police Chief on enforcement and informs City Council of any violations as required.</li> <li>u. <b><u>City Recordkeeping:</u></b> Serves as custodian of official records and public documents; implements and maintains centralized filing system; and maintains an accurate record of Council proceedings and actions (e.g. Meeting Minutes, the Municipal Code of Ordinances, and Resolutions.)</li> </ul>

# CLERK/TREASURER

<p><b>STATUTORY CLERK (FINANCIAL) &amp; STATUTORY TREASURER DUTIES</b></p> <ul style="list-style-type: none"> <li>» General &amp; Enterprise Funds</li> <li>» Journal &amp; GL Accounting</li> <li>» Claims &amp; Receipts</li> <li>» Annual Audit</li> <li>» Reporting &amp; Recordkeeping</li> </ul>	<ol style="list-style-type: none"> <li>a. <b>All Receipts and Disbursements:</b> oversees and participates in the maintenance of all required data, information, and records in electronic and physical files for all accounting functions.</li> <li>b. <b>City Hall Front Counter Service:</b> provides general information to the public and city employees; answers phone and greets/receives city hall visitors; receives requests, complaints and information from public and transmits to staff or council as needed; sorts and distributes incoming mail; processes outgoing mail.</li> <li>c. <b>Accounting/Utility Billing:</b> performs daily and other cyclical tasks associated with utility billing process; receives check, cash and credit card payments for utility bills; uses automated software to calculate, review and print monthly bill register and utility bills; post payment, reconciles batches and prepares receipts and bank deposits, maintains customer accounts/property information; administers past-due accounts; handles customer inquiries, performs other routine accounting tasks as needed.</li> <li>d. <b>Claims/Accounts Payable:</b> ensures List of Claims is ready for Council's review/approval at designated meeting; ensures approved claims are paid in a timely manner to avoid penalties and take advantage of discounts; and prepares Form 1099-MISC for consultants.</li> <li>e. <b>Accounts Receivable:</b> prepares and sends invoices for City services/charges; follows up on bad checks and initiates collection action as needed; records receipts, posts into accounting software, and prepares daily bank deposits; and prepares/submits monthly sales tax returns and transfers funds electronically. Calculates, prepares and submits federal and state fuel tax credits/refunds.</li> <li>f. <b>Payroll:</b> oversees and participates in payroll cycle; reconciles payroll and files quarterly reports; reconciles and prepares W-2s; and calculates retirement fund contributions and prepares PERA reports. Compiles payroll costs for WC insurance estimates and audits. Reconciles and prepares required reports for ACA.</li> <li>g. <b>City Assessments:</b> certifies new assessments to be levied, prepayments and balances; maintains special assessment records; and researches specific properties by conducting special assessment searches when appropriate.</li> </ol>
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## V. ESSENTIAL FUNCTIONS (cont.)

<p><b>STATUTORY CLERK (FINANCIAL) &amp; STATUTORY TREASURER DUTIES (cont.)</b></p>	<ol style="list-style-type: none"> <li>h. <b>Debt Administration:</b> works with fiscal advisors to coordinate the issuance of any new debt; participates in credit reviews and annual reporting requirements; and maintains records needed for bond payments, fiscal agents, and related redemption ledgers.</li> <li>i. <b>Special GASB Requirements:</b> implements and maintains fixed assets system and subsidiary records; maintains accounting records for capital projects; and monitors relevant pronouncements.</li> <li>j. <b>Annual External Audit:</b> supervises year-end closing and coordinates City's annual audit; prepares audit work papers and schedules and assists auditors as appropriate; and follows up on indicated areas of deficiency.</li> <li>k. <b>City-wide Insurances:</b> manages property/casualty coverages, including renewals and schedules; manages worker's compensation including claim administration; and manages unemployment claims.</li> </ol>
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# CLERK/TREASURER

<p><b>SUPERVISION OF DEPARTMENT EMPLOYEES</b></p> <ul style="list-style-type: none"> <li>» Employee Relations</li> <li>» Hiring/Interviewing</li> <li>» Supervision &amp; Work Scheduling</li> <li>» Performance Management</li> <li>» Discipline/Safety</li> <li>» Training &amp; Development</li> </ul>	<ul style="list-style-type: none"> <li>I. Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring/interviewing, managing work schedules including leave approvals, assigning/prioritizing/reviewing work, coaching and evaluating performance, training and staff development, influencing compensation/rewards, and initiating discipline/discharge per City policy and under the Council's final approval for hiring and firing.</li> <li>m. Oversees and participates in department's cyclical work: With the exception of Police Department employees, supervises employees' performance and reviews work output, assigns special duties and projects, and performs work tasks of subordinate positions as needed. Ensures proper checks and balances (internal controls) are followed.</li> <li>n. Promotes workplace safety through ongoing efforts related to employee training and awareness.</li> </ul>
<p><b>COORDINATION WITH OTHER CITY DEPARTMENTS</b></p> <ul style="list-style-type: none"> <li>» Joint/Shared Responsibilities</li> <li>» City-wide projects, events, &amp; activities</li> <li>» Emergencies</li> </ul>	<ul style="list-style-type: none"> <li>o. Works closely with other department heads to coordinate work and perform shared responsibilities. Attends and leads staff meetings.</li> <li>p. Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Council about important issues and concerns.</li> <li>q. Provides administrative/technical support to other departments as workload and work priorities allow.</li> <li>r. Works closely with Public Works department head on capital projects, equipment replacement plans, and utility billing activities such as meter reading, account changes, shut-offs, etc.</li> </ul>
<p><b>EXTERNAL COMMUNICATIONS/RELATIONS</b></p> <ul style="list-style-type: none"> <li>» City Representation &amp; Liaison</li> <li>» Intergovernmental Relations</li> <li>» Business Relations</li> <li>» Public Relations</li> <li>» Media Relations</li> </ul>	<ul style="list-style-type: none"> <li>s. Represents City before various outside entities: establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Council of significant or noteworthy concerns and issues.</li> <li>t. Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/productivity of assigned areas of accountability.</li> <li>u. Receives requests for information, complaints, and other input/feedback about Administration Department and Clerk/Treasurer's Office and either personally responds or directs subordinate staff to respond. Informs City Council of noteworthy problems/complaints and refers any policy matters for the council's consideration.</li> </ul>

## VI. OTHER DUTIES & RESPONSIBILITIES

- Serves as a notary public.
- Performs other duties as directed by the City Council or apparent to the incumbent.
- May be subject to periodic drug-testing as outlined in city policies.

# CLERK/TREASURER

## VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none"> <li>▪ each major area of accountability</li> <li>▪ City ordinances, resolutions, &amp; Council directives; City and department policies and procedures (Administrative &amp; Operating)</li> <li>▪ City Council's overall budget goals and each department's work plans/goals</li> <li>▪ City and Department's organizational structure, operations, programs and activities</li> <li>▪ laws, rules and regulations applicable to City government</li> <li>▪ laws related to data practices and records management</li> <li>▪ principles and practices related to a municipal clerk's statutory and other duties</li> <li>▪ principles and practices related to a municipal treasurer's statutory and other duties</li> <li>▪ management principles and practices as they apply to public sector</li> <li>▪ OSHA and other safety-related laws, rules, and regulations</li> <li>▪ office automation and other technologies useful for municipal operations</li> <li>▪ program management, process control and improvement, work flow management</li> </ul>	<ul style="list-style-type: none"> <li>▪ planning and evaluating office's operations and activities</li> <li>▪ coordinating the flow of information city-wide</li> <li>▪ conducting research, analyzing/interpreting data, and preparing reports</li> <li>▪ providing/presenting reliable information and sound advice to elected &amp; appointed officials</li> <li>▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups</li> <li>▪ communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation</li> <li>▪ providing leadership/supervision to employees and promoting a positive and motivational workplace</li> <li>▪ using City's automated recordkeeping &amp; office software and ensuring information technologies help to increase work productivity</li> <li>▪ promoting work products that are complete, accurate, and error-free</li> <li>▪ mathematical aptitude and municipal financial management knowledge</li> </ul>	<ul style="list-style-type: none"> <li>▪ handle non public data and other sensitive information IAW state statute and City policy</li> <li>▪ keep current on local government finance and related issues through participation in/contact with appropriate organizations, agencies, and other entities (and individuals)</li> <li>▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends</li> <li>▪ implement Council policies and carry out Council directives</li> <li>▪ interpret and administer policies with consistency and uniformity</li> <li>▪ work independently and with a high level of initiative &amp; resourcefulness</li> <li>▪ cope with the mental stress of the position</li> <li>▪ interact with various local &amp; community organizations</li> <li>▪ operate a personal computer, phone, 10-key calculator, and other typical office machines</li> <li>▪ use active listening skills and receive input/feedback (and constructive criticism) on performance</li> <li>▪ work beyond normal work hours as well as evenings and some weekends</li> <li>▪ lift, carry or move objects up to 10 pounds (frequently), up to 25 pounds (occasionally)</li> <li>▪ attend meetings within and outside the City</li> </ul>

## VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Personal computer and peripherals, various software applications (word processing, spreadsheets, etc.), 10-key calculator, telephone, copy and fax machines, other typical office equipment, and a motor vehicle.

# CLERK/TREASURER

## IX. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.*

*An equivalent combination of education and experience may be considered during the hiring process.*

<b>For Use in Hiring and Promotions</b>	<ol style="list-style-type: none"><li>1. College graduate with an Associate degree in accounting, financial management, public or business administration, or related program.</li></ol>
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## X. PREFERRED QUALIFICATIONS (not all-inclusive)

*Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.*

<b>For Use in Hiring and Promotions</b>	<ul style="list-style-type: none"><li>❖ Bachelor's degree in public administration, business administration, finance/accounting, or related program.</li><li>❖ Previous experience as a municipal clerk/treasurer or other comparable clerical or administrative experience in local government including work in general management/administration, fund accounting, financial/accounting management including budgeting, meeting administration and Council or board support, legal compliance, elections, and records management.</li><li>❖ Previous administrative or office experience (1-2 years) including use of typical computing software (word processing, spreadsheet, etc.).</li></ul>
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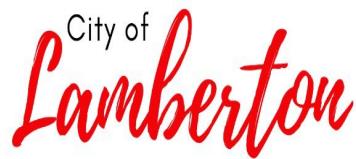
## XI. WORKING CONDITIONS (summary only)

*Includes characteristics related to both the job itself and its work environment.*

<b>Response Time or Reasonable Area Requirement of: NONE</b>	Works in typical office setting including sitting at desk for extended periods of time. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, sense of touch, and hearing. Physical demands also include moving around office/building spaces and can involve reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. Performs some lifting/carrying/moving of objects such as files, file boxes, and copy paper. The noise level in the work environment is usually quiet in the office. Also travels within and outside city to attend meetings, training, and other work-related events. Works outside normal hours including evenings and weekends. Diversified job requiring sustained mental effort related to public contact, organizational issues, planning and technical areas. The incumbent may encounter emotional strain or tension. There is sustained exposure to public contact, sitting, computer keyboards and video screen.
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### Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk/Treasurer.)



# CUSTODIAN

## Job Description

### I. IDENTIFYING INFORMATION

JOB TITLE:	Custodian	WORK/PAY STATUS:	Part-time, Hourly
SUPERVISOR:	City Clerk	FLSA STATUS:	Non-exempt
		PAY GRADE:	2
DEPARTMENT:	Custodial	WORK SCHEDULE:	Varies; Per Supervisor
WORK LOCATIONS:	Various work sites & city hall		

### II. PURPOSE STATEMENT

Maintains all City buildings including City Hall, Library, Community Center and ambulance/police garage. Work involves routine cleaning duties to ensure the premises is clean and orderly. Most work is performed independently. Some decision making and judgement is required.

### III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Clerk
Communicates with:	
Internally:	All other city employees
Externally:	City Residents
Supervises:	None

### IV. INDEPENDENCE, JUDGEMENT, & DECISION MAKING

The incumbent works under the general supervision of the City Clerk and closely follows department policies, procedures, and standards for assigned work tasks. At full performance level the employee is expected to exercise greater independence for initiating, prioritizing, and performing regular work tasks. The employee is also expected to review own work results to ensure quality standards are met.

### V. ESSENTIAL FUNCTIONS

*This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.*

1. Keeps Supervisor informed of all noteworthy matters.
2. Performs duties and tasks associated with cleaning
  - Vacuum, sweep, and mop floors. Dust and clean furniture, shelves, and equipment.
  - Clean restrooms and replenish supplies. Clean drinking fountains, kitchen, appliances, workroom sinks, countertop and other items and areas.
  - Wash windows, doors, walls and glass. Remove trash from wastebaskets and clean wastebaskets if needed.
  - Perform other tasks as assigned

### VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other related duties and tasks as apparent or assigned by Supervisor.
- May be subject to periodic drug-testing as outlined in city policies.

## VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none"> <li>▪ each duty category and task</li> <li>▪ City and department policies &amp; procedures as well as the Supervisor's directives</li> <li>▪ City's and Department's organizational structure, operations, programs and activities</li> <li>▪ applicable federal &amp; state laws and city &amp; county ordinances</li> <li>▪ OSHA-required safety standards and department safety practices</li> </ul>	<ul style="list-style-type: none"> <li>▪ using tools, equipment, &amp; machinery to perform work tasks with effectiveness and efficiency</li> <li>▪ troubleshooting routine issues and problems, taking independent action, and using proper procedures</li> </ul>	<ul style="list-style-type: none"> <li>▪ attend employer-required training and satisfy learning objectives</li> <li>▪ work independently and perform duties with consistency and uniformity</li> <li>▪ lift/carry/move heavy objects weighing up to 25 pounds and heavier objects with assistance</li> <li>▪ communicate with city residents as well as contractors/consultants and suppliers/vendors</li> </ul>

## VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

**Machines, tools, and equipment regularly used:** Vacuum, phone, cleaner, mop, broom, painting supply, cleaning supply, ladder, garbage bags and rags.

Personal protective equipment can include: safety glasses, hearing protection, and gloves.

## IX. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.*

*An equivalent combination of education and experience may be considered during the hiring process.*

## X. WORKING CONDITIONS (summary only)

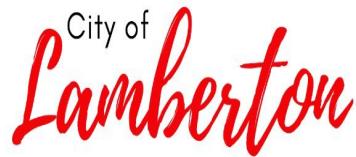
*Includes characteristics related to both the job itself and its work environment.*

The position has good working conditions in general, but is a diversified job required sustained mental effort related to public contact, organizational issues, planning and technical areas.

The individual may encounter emotional strain or tension. There is sustained exposure to public contact, sitting, lifting and carrying.

### Data Practices Notice for City Employees with Restricted Access/Use Privileges

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# ECONOMIC DEVELOPMENT COORDINATOR

## Job Description

### I. IDENTIFYING INFORMATION

JOB TITLE:	EDA Coordinator	WORK/PAY STATUS:	Part-time, Hourly
SUPERVISOR:	City Clerk	FLSA STATUS:	Nonexempt
		PAY GRADE:	5
DEPARTMENT:	EDA & Administration	WORK SCHEDULE:	Varies; Per Supervisor
WORK LOCATIONS:	Various work sites & city hall		

### II. PURPOSE STATEMENT

Promotes and maintains the broad economic vitality of Lamberton by aggressively soliciting the growth of housing, business and industry in identifying new opportunities, goals and objectives for the development of the community. Performs work to stimulate cultural vitality and enhance the health of the city by positioning itself to identify and respond to new ideas and opportunities in an era of rapid change.

### III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Clerk, EDA Board, City Council
Communicates with:	
<i>Internally:</i>	All other city employees and volunteers
<i>Externally:</i>	Suppliers, contractors and repair services, City residents
Supervises:	None

### IV. INDEPENDENCE, JUDGEMENT, & DECISION MAKING

The incumbent works under the general supervision of the City Clerk and closely follows department policies, procedures, and standards for assigned work tasks. At full performance level the employee is expected to exercise greater independence for initiating, prioritizing, and performing regular work tasks. The employee is also expected to review own work results to ensure quality standards are met. Additionally, the fully performing employee can perform troubleshooting that is commensurate with training and experience but refers more difficult and complex problems to the EDA Board.

# EDA Coordinator

## V. ESSENTIAL FUNCTIONS

*This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.*

- 1. Keeps Supervisor informed of all noteworthy matters.**
- 2. Identifies potential grant and loan opportunities, and other funding sources, for local economic development projects.**
- 3. Performs duties and tasks associated with community relations**
  - Works with state, regional and county EDA's routinely through communication to find funding sources to support community improvement project and economic development programs, etc.
  - Actively participate and communicate with business owners, organizations and residents.
  - Assists City Clerk in the preparation of content for marketing and communication materials.
- 4. Performs duties and tasks associated with EDA events and meetings**
  - Prepares an agenda
  - Conducts the necessary research and provides support materials to aid council and EDA board in making informed decisions. Carries out assignments or directives of the city council and EDA board.
  - Conduct EDA business in compliance with City policies and State statutes.
- 5. Develop and maintain City Website**
  - Update content on various website pages.
  - Keep community calendar updated with the latest events.
  - Add meeting minutes and agendas.
- 6. Performs duties and tasks associated with housing**
  - Be constantly aware of availability of housing in the community watching for opportunities to increase the range of housing within the community.
  - Manage all EDA property (Farm land)
  - Promote and facilitate sales of lots (residential and commercial) assisting the City Attorney with preparation of Purchase Agreements, scheduling of Public Hearings, Obtain Abstract of Titles etc.
  - Promotes Southside Second Addition among other property within City Limits.
  - Manage Housing Grants and work with grant administrators.
- 7. Assist with zoning applications and permits required for community development.**
- 8. Maintain the loan application process and maintain all loans administered by the EDA board**
- 9. Promote Business retention and Growth**
  - Work with local businesses that already exist to strengthen them and assess their needs.

## VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other related duties and tasks as apparent or assigned by Supervisor.
- May be subject to periodic drug-testing as outlined in city policies.

# EDA Coordinator

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES		
Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none"> <li>▪ each duty category and task</li> <li>▪ City and department policies &amp; procedures as well as the Supervisor's directives</li> <li>▪ City's and Department's organizational structure, operations, programs and activities</li> <li>▪ City's geography, business &amp; residential areas, and infrastructure</li> <li>▪ applicable federal &amp; state laws and city &amp; county ordinances</li> <li>▪ principles and practices in street maintenance including construction &amp; repair</li> <li>▪ principles and practices in park maintenance including construction &amp; repair</li> <li>▪ OSHA-required safety standards and department safety practices</li> <li>▪ machines, tools, and equipment used in public works</li> </ul>	<ul style="list-style-type: none"> <li>▪ using tools, equipment, &amp; machinery to perform work tasks with effectiveness and efficiency</li> <li>▪ troubleshooting routine issues and problems, taking independent action, and using proper procedures</li> <li>▪ using an appropriate degree of patience and tact in customer service situations</li> </ul>	<ul style="list-style-type: none"> <li>▪ attend employer-required training and satisfy learning objectives</li> <li>▪ work independently and perform duties with consistency and uniformity</li> <li>▪ handle not public data and other sensitive information in accordance to state statute and City/department policy</li> <li>▪ continually improve personal knowledge base through OJT and informal training</li> <li>▪ work beyond normal works hours as well as evenings, weekends and holidays</li> <li>▪ cope with the mental stress and physical demands of the position including emergency situations</li> <li>▪ lift/carry/move heavy objects weighing up to 25 pounds and heavier objects with assistance</li> <li>▪ communicate with city residents as well as contractors/consultants and suppliers/vendors</li> </ul>

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED
<p><b><i>Machines, tools, and equipment regularly used:</i></b></p> <p>Personal computer and peripherals, various software applications (word processing, spreadsheets, etc.), 10-key calculator, telephone, copy and fax machines, other typical office equipment, and a motor vehicle.</p>
<p><b><i>Expected and As-needed Duty Uniform and Personal Protective Equipment include:</i></b> Adequate work clothing, including outerwear (i.e. weather gear); footwear (boots preferred); hard hats, face shields, and safety eyewear; respiratory protection; durable and disposable chemical-protective clothing (when needed); other personal protective equipment (as needed).</p>

# EDA Coordinator

## IX. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.*

*An equivalent combination of education and experience may be considered during the hiring process.*

1. College graduate with an Associate degree or technical college degree with similar years of experience in Urban Studies, City Planning, Economic Development or a related field preferred.

## X. PREFERRED QUALIFICATIONS (not all-inclusive)

*Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.*

- ❖ Some experience in zoning procedures and operations with knowledge of laws, rules and regulations affecting economic development and city government.
- ❖ Considerable ability at self-supervision and skills to develop and maintain City website.

## XI. WORKING CONDITIONS (summary only)

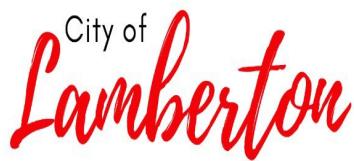
*Includes characteristics related to both the job itself and its work environment.*

Works in typical office setting including sitting at desk for extended periods of time. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, sense of touch, and hearing. Physical demands also include moving around office/building spaces and can involve reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. Performs some lifting/carrying/moving of objects such as files, file boxes, and copy paper. The noise level in the work environment is usually quiet in the office. Also travels within and outside city to attend meetings, training, and other work-related events.

Works outside normal hours including evenings and weekends. Diversified job requiring sustained mental effort related to public contact, organizational issues, planning and technical areas. The incumbent may encounter emotional strain or tension. There is sustained exposure to public contact, sitting, computer keyboards and video screen.

### **Data Practices Notice for City Employees with Restricted Access/Use Privileges**

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk)



# Emergency Services & City Support Position

## Job Description

### I. IDENTIFYING INFORMATION

JOB TITLE:	Emergency Services & City Support Position	WORK/PAY STATUS:	PT or FT, Hourly
SUPERVISOR:	City Clerk, Ambulance Director, Public Works Supervisor	FLSA STATUS:	Non-exempt
DEPARTMENT:	Various	PAY GRADE:	5
WORK LOCATIONS:	Various Work Sites	WORK SCHEDULE:	Varies; Per Supervisor

### II. PURPOSE STATEMENT

This position will provide weekday ambulance coverage and support city operations. The primary responsibility of this role is to cover ambulance calls during the day (Monday-Friday) and manage operational aspects of the ambulance service. When not responding to ambulance calls, the employee will assist in various city functions, including grounds maintenance, library support, and general municipal tasks as needed.

### III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Clerk, Ambulance Director, Public Works Supervisor
Communicates with:	
Internally:	All other city employees
Externally:	City Residents
Supervises:	None

### IV. INDEPENDENCE, JUDGEMENT, & DECISION MAKING

At full performance level the employee is expected to exercise greater independence for initiating, prioritizing, and performing regular work tasks. The employee is also expected to review own work results to ensure quality standards are met and to seek work/projects when duties are completed.

### V. ESSENTIAL FUNCTIONS

*This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.*

1. Provide weekday ambulance call coverage (Monday-Friday) as scheduled.
2. Performs duties and tasks associated with the Volunteer Ambulance Service.
  - Manage the ambulance schedule, ensuring adequate coverage.
  - Monitor and maintain ambulance equipment and supplies, ensuring all necessary medical and safety supplies are stocked.
  - Oversee ambulance maintenance and coordinate repairs as needed.
  - Assist and support the Ambulance Director and Assistant Director with administrative and operational tasks.
3. Performs duties and tasks associated with the Parks & Public Works Department.
  - Assist with mowing, landscaping, and general upkeep of city properties and parks.
4. Performs duties and tasks associated with the Library.
  - Basic duties of the library when the librarian is not available.

## VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other related duties and tasks as apparent or assigned by Supervisor.
- May be subject to periodic drug-testing as outlined in city policies.

## REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none"><li>▪ each duty category and task</li><li>▪ City and department policies &amp; procedures as well as the Supervisor's directives</li><li>▪ City's and Department's organizational structure, operations, programs and activities</li><li>▪ applicable federal &amp; state laws and city &amp; county ordinances</li><li>▪ OSHA-required safety standards and department safety practices</li></ul>	<ul style="list-style-type: none"><li>▪ using tools, equipment, &amp; machinery to perform work tasks with effectiveness and efficiency</li><li>▪ troubleshooting routine issues and problems, taking independent action, and using proper procedures</li></ul>	<ul style="list-style-type: none"><li>▪ attend employer-required training and satisfy learning objectives</li><li>▪ work independently and perform duties with consistency and uniformity</li><li>▪ lift/carry/move heavy objects weighing up to 50 pounds and heavier objects with assistance</li><li>▪ communicate with city residents as well as contractors/consultants and suppliers/vendors</li></ul>

## VII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

**Machines, tools, and equipment regularly used:** Ambulance, Zoll Monitor, Blood Pressure cuff, AED, lawn mower, weed whip

## VIII. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.*

*An equivalent combination of education and experience may be considered during the hiring process.*

1. Must have an EMT License or obtain one in the time given.
2. Must be a United States citizen.
3. Must not have a felony conviction (as defined in MN) and must not be required to register as a predatory offender (under applicable state law).
4. Valid Minnesota Drivers License.
5. Must successfully complete a background investigation.

Must meet all other state requirements and City minimum hiring standards.

## IX. WORKING CONDITIONS (summary only)

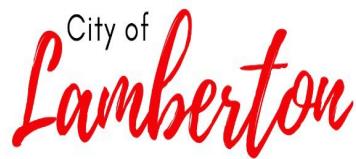
*Includes characteristics related to both the job itself and its work environment.*

The position has good working conditions in general, but is a diversified job required sustained mental effort related to public contact, organizational issues, planning and technical areas.

The individual may encounter emotional strain or tension. There is sustained exposure to public contact, sitting, lifting and carrying.

### Data Practices Notice for City Employees with Restricted Access/Use Privileges

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# LIBRARY AIDE

## Job Description

### I. IDENTIFYING INFORMATION

JOB TITLE:	Library Aide	WORK/PAY STATUS:	Part-time, Hourly
SUPERVISOR:	Librarian	FLSA STATUS:	Nonexempt
		PAY GRADE:	1
DEPARTMENT:	Library	WORK SCHEDULE:	Varies; Per Supervisor
WORK LOCATIONS:	Library/Community Center		

### II. PURPOSE STATEMENT

Under general supervision, performs clerical and other library work as required.

### III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	Librarian, City Clerk, City Council
Communicates with:	
Internally:	All other city employees and volunteers
Externally:	Suppliers, contractors and repair services, City residents
Supervises:	None

### IV. INDEPENDENCE, JUDGEMENT, & DECISION MAKING

The incumbent works under the general supervision of the Librarian and closely follows department policies, procedures, and standards for assigned work tasks. At full performance level the employee is expected to exercise greater independence for initiating, prioritizing, and performing regular work tasks. The employee is also expected to review own work results to ensure quality standards are met.

### V. ESSENTIAL FUNCTIONS

*This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.*

1. **Keeps Supervisor informed of all noteworthy matters.**
2. **Performs duties and tasks associated with library functions.**
  - Circulation and desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
  - Checks in deliveries of interlibrary loan materials.
  - Does typing and filing.
  - Processes, withdraws, repairs, or reconditions library materials.
  - Shelves library materials and reads shelves.
  - Assists with library programs and displays.
3. **Performs duties and tasks associated with customer service.**
  - Assist patron with ready-reference questions and reader advisory, bibliographic instruction and database searching.
  - Assists patrons with mechanical operations of library equipment.
  - Answers directional questions and refers patrons to appropriate personnel.
  - Performs other related work as required.

# Library Aide

## VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other related duties and tasks as apparent or assigned by Supervisor.
- May be subject to periodic drug-testing as outlined in city policies.

## VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"><li>▪ each duty category and task</li><li>▪ City and department policies &amp; procedures as well as the Supervisor's directives</li><li>▪ City's and Department's organizational structure, operations, programs and activities</li><li>▪ Working knowledge of library methods and procedures.</li><li>▪ applicable federal &amp; state laws and city &amp; county ordinances</li><li>▪ OSHA-required safety standards and department safety practices</li></ul>	<ul style="list-style-type: none"><li>▪ using library machines with effectiveness and efficiency</li><li>▪ troubleshooting routine issues and problems, taking independent action, and using proper procedures</li><li>▪ using appropriate degree of patience and tact in customer service situations</li><li>▪ keyboarding and filing</li><li>▪ working knowledge of English grammar and spelling</li><li>▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups</li><li>▪ communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation</li></ul>	<ul style="list-style-type: none"><li>▪ attend employer-required training and satisfy learning objectives</li><li>▪ work independently and perform duties with consistency and uniformity</li><li>▪ handle not public data and other sensitive information in accordance to state statute and City/department policy</li><li>▪ lift/carry/move heavy objects weighing up to 25 pounds and heavier objects with assistance</li><li>▪ communicate with city residents as well as contractors/consultants and suppliers/vendors</li><li>▪ willingness to maintain all areas mentioned through active participation in appropriate library skills and learning experiences.</li></ul>

## VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Personal computer and peripherals, various software applications (word processing, spreadsheets, etc.), telephone, copy and fax machines, other typical office equipment.

## IX. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.*

*An equivalent combination of education and experience may be considered during the hiring process.*

1. A level of training and experience equivalent to the position's major functional areas.

## X. PREFERRED QUALIFICATIONS (not all-inclusive)

*Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.*

- ❖ Reading ability; effectively read and understand information contained in memoranda, reports and bulletins, etc.
- ❖ Mathematical ability; calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.

## XI. WORKING CONDITIONS (summary only)

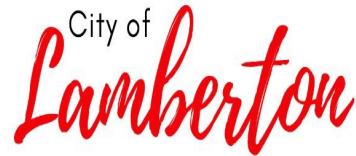
*Includes characteristics related to both the job itself and its work environment.*

# Library Aide

Works in typical library setting including sitting at desk for extended periods of time. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, sense of touch, and hearing. Physical demands also include moving around library/building spaces and can involve reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. Performs some lifting/carrying/moving of objects such as files, file boxes, and copy paper. The noise level in the work environment is usually quiet in the library. Also travels within and outside city to attend meetings, training, and other work-related events. Works outside normal hours including evenings and weekends. Diversified job requiring sustained mental effort related to public contact, organizational issues, planning and technical areas. There is sustained exposure to public contact, sitting, computer keyboards and video screen.

## **Data Practices Notice for City Employees with Restricted Access/Use Privileges**

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# LIBRARY DIRECTOR

## Job Description

### I. IDENTIFYING INFORMATION

JOB TITLE:	Library Director	WORK/PAY STATUS:	Full-time, Hourly
SUPERVISOR:	City Clerk	FLSA STATUS:	Non-Exempt
DEPARTMENT HEAD:	Library Director	PAY GRADE:	7
DEPARTMENT:	Library	WORK SCHEDULE:	Library Hours/Meetings
WORK LOCATION:	Public Library & Community Center		

### II. PURPOSE STATEMENT

PURPOSE & NATURE OF WORK:	Work involves providing library services to children or adults. The librarian shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff; for the efficiency of the library's service to the public and for the operation of the library under the financial conditions set forth in the annual budget.
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### III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Clerk, City Council, Library Board
Communicates with:	
<i>Internally:</i>	All other city employees and volunteers
<i>Externally:</i>	Suppliers, contractors and repair services, City residents
Supervises:	All part-time librarians and other library volunteers

### IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS	As administrative head of this department the incumbent has authority to supervise subordinate positions and control various systems, processes, and activities subject to City Council and Library Board policy guidance. Working with the City Clerk, Council and Library Board the incumbent prepares department's budget, capital improvement plans, and equipment replacement plans and administers the budget in compliance with the City's purchasing policy.
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# LIBRARY DIRECTOR

## V. ESSENTIAL FUNCTIONS

*The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.*

<b>DEPARTMENT</b> <b>ADMINISTRATION &amp; MANAGEMENT</b>  » Planning & Budgeting » Policies & Procedures » Laws, Rules & Regulations » Records & Information Management	<ol style="list-style-type: none"> <li>a. Prepares, executes, and evaluates operating plans, policies and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations and according to Council policies.</li> <li>b. Personally handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency (Plum Creek System).</li> <li>c. Prepares department's draft operating budget; administers Council-approved budget; and keeps Council informed of significant and noteworthy financial concerns and issues.</li> <li>d. Regularly informs the Council about noteworthy items; attends Council meetings to report on the department's operations, programs, and activities; and attends relevant boards/commissions/committees as directed/needed.</li> <li>e. Participates in professional conferences and workshops to keep informed of changes in the library field.</li> <li>f. Manages the department's document and records management system, overseeing and implementing appropriate security measures and managing the proper legal disposition of all records and documents.</li> <li>g. Prepares budget, programs, annual and special reports for the Library Board or the City Council.</li> </ol>
<b>OPERATIONS &amp; MAINTENANCE</b>  » Filing » Equipment Repairs & Services » Cost Control/Quality Control » Recordkeeping » Equipment Replacement	<ol style="list-style-type: none"> <li>h. Plans and schedules employee activities; oversees daily work through regular contact with part-time librarians; and provides leadership and guidance on more difficult &amp; complex problems.</li> <li>i. Oversees the usage of materials and supplies and provides guidance and direction as appropriate.</li> <li>j. Maintains and conducts public relations programs to increase public awareness and support of library programs and services.</li> <li>k. Selects, acquires, processes, and catalogs material for circulation.</li> <li>l. Shelves materials in Dewey Decimal and alphabetical order.</li> <li>m. Keeps periodicals up to date and available to patrons.</li> <li>n. Administers the budget, develops new funding sources, and supervises grant writing.</li> <li>o. Prepares agenda's for the Library Board bi-monthly meetings and attends those meetings.</li> </ol>

# LIBRARY DIRECTOR

## V. ESSENTIAL FUNCTIONS (cont.)

<b>CAPITAL IMPROVEMENTS, CONSTRUCTION &amp; PROJECT MANAGEMENT</b>  » CIP	<p>p. Participates in the City's planning process for capital improvements by working closely with city appointed/elected officials and consultants: keeps informed of relevant industry changes and conducts research and analysis as appropriate, and carries out Council-approved plans, projects, and initiatives.</p>
<b>SUPERVISION OF DEPARTMENT EMPLOYEES</b>  » Employee Relations » Hiring/Interviewing » Supervision & Work Scheduling » Performance Management » Discipline/Safety » Training & Development	<p>q. Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring/interviewing, managing work schedules including leave approvals, assigning/prioritizing/reviewing work, coaching and assistance with evaluating performance, training and staff development, influencing compensation/rewards, and initiating discipline/discharge per City policy and under the Council's final approval for hiring and firing.</p> <p>r. Oversees and <u>regularly</u> participates in department's cyclical work: supervises employees' performance and reviews work output, assigns special duties and projects, and performs work tasks of subordinate positions as needed.</p> <p>s. Promotes workplace safety through ongoing efforts related to employee training and awareness as well as personal observation.</p>
<b>COORDINATION WITH OTHER CITY DEPARTMENTS</b>  » Joint/Shared Responsibilities » City-wide projects, events, & activities » Emergencies	<p>t. Works closely with other department heads to coordinate work and perform shared responsibilities. Attends staff meetings.</p> <p>u. Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Council about important issues and concerns.</p> <p>v. Works closely with other staff on unsafe/urgent situations and emergencies.</p>
<b>EXTERNAL COMMUNICATIONS/ RELATIONS</b>  » City Representation & Liaison » Intergovernmental Relations » Business Relations » Public Relations » Media Relations	<p>w. Represents City before various outside entities: establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Council of significant or noteworthy concerns and issues.</p> <p>x. Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/productivity of assigned areas of accountability.</p> <p>y. Receives requests for information, complaints, and other input/feedback about the library and either personally responds or directs subordinate staff to respond. Informs City Council of noteworthy problems or complaints and refers any policy matters for the council's consideration.</p>

## VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other duties as directed by the City Council or apparent to the incumbent.
- May be subject to periodic drug-testing as outlined in city policies.

# LIBRARY DIRECTOR

## VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none"> <li>▪ each major area of accountability</li> <li>▪ City's and Department's organizational structure, operations, programs and activities</li> <li>▪ laws, rules and regulations applicable to City government, including OSHA and other safety-related laws, rules, and regulations</li> <li>▪ budgeting/accounting principles &amp; bookkeeping practices</li> <li>▪ management principles and practices as they apply to public sector</li> <li>▪ City and department policies and procedures</li> <li>▪ program management, process control and improvement, and work flow management</li> </ul>	<ul style="list-style-type: none"> <li>▪ providing leadership/supervision to employees and promoting a positive and motivational workplace</li> <li>▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups</li> <li>▪ analyzing and planning department's operations</li> <li>▪ developing alternatives; including cost/benefit and other pros &amp; cons of various options</li> <li>▪ analyzing data, preparing reports, and providing/presenting reliable information and sound advice to decision makers</li> <li>▪ communicating, both verbally and in writing; and using an appropriate degree of tact depending on the situation</li> <li>▪ using information technologies to increase work productivity</li> <li>▪ reading/understanding plans, maps, blueprints, specifications, etc.</li> <li>▪ preparing/administering budgets</li> <li>▪ operating a variety of maintenance equipment and machinery</li> </ul>	<ul style="list-style-type: none"> <li>▪ handle non public data and other sensitive information according to state statute and City policy</li> <li>▪ keep current on library related issues through participation in/contact with appropriate organizations, agencies, and other bodies</li> <li>▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends</li> <li>▪ cope with the mental stress of the position</li> <li>▪ implement Council policies and carry out directives</li> <li>▪ interpret and administer policies with consistency and uniformity</li> <li>▪ interact with various local &amp; community organizations</li> <li>▪ work beyond normal work hours as well as evenings, some weekends, and holidays</li> <li>▪ lift/carry/move heavy objects weighing up to 25 pounds and heavier objects with assistance</li> <li>▪ attend meetings within and outside the City</li> </ul>

## VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Personal computer and peripherals, various software applications (word processing, spreadsheets, etc.), telephone, copy and fax machines, other typical office equipment.

# LIBRARY DIRECTOR

## IX. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.*

*An equivalent combination of education and experience may be considered during the hiring process.*

For Use  
in  
Hiring  
and  
Promotions

1. A level of training and experience equivalent to the position's major functional areas.
2. Some supervisory experience or demonstrated ability to lead others in work tasks.

## X. WORKING CONDITIONS (summary only)

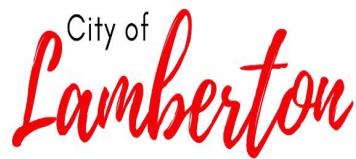
*Includes characteristics related to both the job itself and its work environment.*

Serves  
on-call  
during  
Off-duty Hours

Works in typical library setting including sitting at desk for extended periods of time. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, sense of touch, and hearing. Physical demands also include moving around library/building spaces and can involve reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. Performs some lifting/carrying/moving of objects such as files, file boxes, and copy paper. The noise level in the work environment is usually quiet in the library. Also travels within and outside city to attend meetings, training, and other work-related events. Works outside normal hours including evenings and weekends. Diversified job requiring sustained mental effort related to public contact, organizational issues, planning and technical areas. There is sustained exposure to public contact, sitting, computer keyboards and video screen.

### Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk/Treasurer.)



# MAINTENANCE WORKER

## Job Description

### I. IDENTIFYING INFORMATION

JOB TITLE:	Maintenance Worker	WORK/PAY STATUS:	Full-time, Hourly
SUPERVISOR:	Maintenance Supervisor	FLSA STATUS:	Nonexempt
DEPARTMENT HEAD:	Maintenance Supervisor	PAY GRADE:	4, 5, 6
DEPARTMENT:	Public Works	WORK SCHEDULE:	Varies; Per Supervisor
WORK LOCATIONS:	Various work sites & public works shop		

### II. PURPOSE STATEMENT

Performs some skilled, semi-skilled, and manual work to support the maintenance and repair of the City's public works and assigned public utility infrastructure including work tasks that require a commercial driver license and other skills-based on-the-job training. The department's major infrastructure includes: city streets/alleys/parking lots/sidewalks, park grounds and amenities, the public swimming pool, the city's storm sewer system, the municipal water supply and wastewater collection/treatment systems, and other city-owned landscape/green areas. Operates a wide variety of tools/equipment/machinery. Participates, as an active partner, in the City's and department's workplace safety and emergency response efforts. Serves on-call. Assists Supervisor in water/wastewater operations as directed/needed.

### III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	Maintenance Supervisor
Communicates with:	
<i>Internally:</i>	All other city employees and volunteers
<i>Externally:</i>	Suppliers, contractors and repair services, City residents
Supervises:	None

### IV. INDEPENDENCE, JUDGEMENT, & DECISION MAKING

The incumbent works under the direct supervision of the Public Works Supervisor and closely follows department policies, procedures, and standards for assigned work tasks. At full performance level the employee is expected to exercise greater independence for initiating, prioritizing, and performing regular work tasks. The employee is also expected to review own work results to ensure quality standards are met. Additionally, the fully performing employee can perform troubleshooting that is commensurate with training and experience but refers more difficult and complex problems to Supervisor.

# MAINTENANCE WORKER

## V. ESSENTIAL FUNCTIONS

*This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.*

- 1. Keeps Supervisor informed of all noteworthy matters.**
- 2. Uses personal protective and other safety equipment, discussing safe work practices with Supervisor as appropriate.**
- 3. Performs duties and tasks associated with routine maintenance of city streets**
  - Maintains city streets/alleys/parking lots by operating a variety of equipment to carry out seasonal work activities: plows & removes snow and applies sand/de-icing agents; trims trees.
  - Repairs city streets: patches potholes and fills cracks according to department policy or Supervisor's direction.
  - Repairs alleys and gravel street with maintenance and grading.
  - Maintains city-owned public sidewalks; maintains storm sewer system; and performs set-up and take-down of decorations for holidays and city events.
  - Maintains street signage including repairs, replacements, and installations of new signs as needed.
- 4. Performs duties and tasks associated with routine seasonal maintenance of city buildings, swimming pool, parks, grounds, and green areas**
  - Operates gas-powered lawn mower to maintain grass at desired length; operates power trimmer to maintain all assigned areas; and applies grass seed or over-seeds, prunes and sprays City trees/shrubs/bushes/plants, and removes trees as needed.
  - Maintains playground equipment; paints and stains city fences, park buildings, and other city-owned property; and may perform some basic carpentry work on same.
  - Picks up trash, cleans & maintains bathrooms, and winterizes bathrooms when directed.
  - Checks supplies inventory, notifying Supervisor when re-stocking is needed.
  - Assist with the collection of yard waste and maintaining the city compost site.
  - Assist with the maintenance and repair of all city owned buildings.
  - Assist with start-up and closing preparation of swimming pool; collects, and test as appropriate, pool water samples; makes process adjustments as necessary to maintain chemical level in accordance with state standards, backwash of pool filters and general pool maintenance.
- 5. Assists Supervisor with the operation, maintenance and repair of the municipal water and wastewater systems**
  - Mows grass and trims at sewer ponds; exterminates pests as needed; and
  - May assist Supervisor in maintaining water and effluent quality by collecting samples and making adjustments to chemicals.
  - Flushes hydrants and water and sewer lines as needed.
  - Assists Supervisor with locate requests, meter readings and maintenance, work-orders and performs disconnects and reconnects as directed by city hall staff or Supervisor.
- 6. Equipment Operation, Care & Maintenance**
  - Operates a variety of vehicles and motorized equipment, machinery, and hand/power tools.
  - Performs operator-level checks as well as regular and as-needed cleaning on tools, equipment and machinery.
  - Performs operator-level services and supervisor-approved in-house repairs commensurate with employee's knowledge and skills.
- 7. Performs cleaning tasks for water and wastewater buildings**
  - Cleans and maintains all building surfaces by sweeping, vacuuming, and scrubbing; maintains other surfaces by dusting or wiping down; empties trash from waste containers; and washes windows. Maintains cleaning supplies, notifying Supervisor when re-stocking is needed or purchases necessary items when appropriate.

## VI. OTHER DUTIES & RESPONSIBILITIES

# MAINTENANCE WORKER

- Performs other related duties and tasks as apparent or assigned by Supervisor.
- May be subject to periodic drug-testing as outlined in city policies.

## VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none"> <li>▪ each duty category and task</li> <li>▪ City and department policies &amp; procedures as well as the Supervisor's directives</li> <li>▪ City's and Department's organizational structure, operations, programs and activities</li> <li>▪ City's geography, business &amp; residential areas, and infrastructure</li> <li>▪ applicable federal &amp; state laws and city &amp; county ordinances</li> <li>▪ principles and practices in street maintenance including construction &amp; repair</li> <li>▪ principles and practices in park maintenance including construction &amp; repair</li> <li>▪ OSHA-required safety standards and department safety practices</li> <li>▪ machines, tools, and equipment used in public works</li> </ul>	<ul style="list-style-type: none"> <li>▪ using tools, equipment, &amp; machinery to perform work tasks with effectiveness and efficiency</li> <li>▪ troubleshooting routine issues and problems, taking independent action, and using proper procedures</li> <li>▪ using an appropriate degree of patience and tact in customer service situations</li> </ul>	<ul style="list-style-type: none"> <li>▪ attend employer-required training and satisfy learning objectives</li> <li>▪ work independently and perform duties with consistency and uniformity</li> <li>▪ handle not public data and other sensitive information in accordance to state statute and City/department policy</li> <li>▪ continually improve personal knowledge base through OJT and informal training</li> <li>▪ work beyond normal works hours as well as evenings, weekends and holidays</li> <li>▪ cope with the mental stress and physical demands of the position including emergency situations</li> <li>▪ lift/carry/move heavy objects weighing up to 75 pounds and heavier objects with assistance</li> <li>▪ communicate with city residents as well as contractors/consultants and suppliers/vendors</li> </ul>

## VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

**Machines, tools, and equipment regularly used:** Motorized (gasoline and other powered) vehicles and equipment (pickup, dump truck with snow plow, tractors, lawnmowers, sewer jetter), various power and manual tools, shop tools and equipment, generators, pumps, weed trimmers/whips, blowers, chainsaws, scaffolding, and phone.

Personal protective equipment can include: safety glasses, hearing protection, steel toe boots, respirator, gloves, hard hat, reflective apparel, rain suit, rain boots.

**Expected and As-needed Duty Uniform and Personal Protective Equipment include:** Adequate work clothing, including outerwear (i.e. weather gear); footwear (boots preferred); hard hats, face shields, and safety eyewear; respiratory protection; durable and disposable chemical-protective clothing (when needed); other personal protective equipment (as needed).

# MAINTENANCE WORKER

## IX. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.*

*An equivalent combination of education and experience may be considered during the hiring process.*

1. High school diploma or equivalent.
2. Valid Minnesota Class D driver's license and ability to obtain Commercial Driver's License within Council determined time-frame.
3. Valid Class C Water License (or ability to obtain within Council determined time-frame).
4. Valid Class D Wastewater License (or ability to obtain within Council determined time-frame).
5. Valid Pool Operator's License (or ability to obtain within Council determined time-frame).
6. Valid pesticide applicator's license (or ability to obtain within Council determined time-frame).
7. Must reside within a distance that permits a reasonable response time as determined by the Council, or must be willing to satisfy reasonable response time requirements through other means.

Maintenance worker shall be either a grade 4, 5, 6 employee, depending on minimum requirement status. An individual in this position who possesses all of the licenses, including a Class C water license, shall be a Grade 6 employee. An individual in this position who possesses all of the licenses, but only a Class D water license, shall be a Grade 5 employee. An individual who does not qualify as grade 5 or 6 employee shall be a Grade 4 employee.

## X. PREFERRED QUALIFICATIONS (not all-inclusive)

*Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.*

- ❖ Some experience in maintenance field including duties associated with routine maintenance and repair of machines/tools/equipment and mechanical systems.
- ❖ Experience operating various machines, tools and equipment with small, gas-powered engines.
- ❖ Experience operating heavy equipment including those involved in snow plowing/removal.

## XI. WORKING CONDITIONS (summary only)

*Includes characteristics related to both the job itself and its work environment.*

Operates many types of equipment and vehicles (with & without cabs). Work is regularly performed outdoors in all kinds of weather, in the maintenance shop, and in/around other buildings & facilities. Uses fine and large motor skills and movements. Coordinates hand/eye/feet to operate many tools, machines, and pieces of equipment. Uses balance while negotiating stairs/steps/ladders and working at heights including climbing water tower. Enters and works in confined spaces. Ability to exert moderate to considerable physical effort when lifting, pushing/pulling, and moving objects. Can lift/carry/move objects weighing more or less than 75 pounds. Uses all types of vision (far/near/peripheral/ depth/color/night), and senses of smell, touch, and hearing during regular work tasks and when making lockout/tagout decisions. Depending on seasonal work activities, construction projects, and weather & other events works outside normal hours including evenings/nights/weekends. Must be able to respond, in-person, to urgent and emergency situations. As scheduled/directed by department head, serves on-call subject to a response time per City or department policy.

Work environment includes working around moderate to loud noises, fumes, and chemicals. Ability to read, understand and follow SDS and take appropriate steps to properly use, store, and dispose of hazardous materials. Ability to follow established protocols and supervisory direction in emergencies.

### **Data Practices Notice for City Employees with Restricted Access/Use Privileges**

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk.)



# POLICE CHIEF

## Job Description

### I. IDENTIFYING INFORMATION

JOB TITLE:	Police Chief	WORK/PAY STATUS:	Full-time, Salary
SUPERVISOR:	City Clerk	FLSA STATUS:	Exempt
DEPARTMENT HEAD:	Police Chief	PAY GRADE:	8
DEPARTMENT:	Police	WORK SCHEDULE:	Varies
WORK LOCATION:	Police Station, Squad, & Community		

### II. PURPOSE STATEMENT

PURPOSE & NATURE OF WORK:	Performs para-professional, technical/specialized, and administrative work to manage the City's police department. Exercises overall and direct responsibility for several police functions including patrol, crime prevention, law enforcement, investigation, and emergency response. Manages budget and promotes the effective and efficient use of resources.  This is working supervisor position in which the incumbent is expected to perform patrolling/policing activities during a significant percentage of the time.
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### III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Clerk & City Council
Communicates with:	
<i>Internally:</i>	All other city employees and volunteers
<i>Externally:</i>	Other police chiefs, county sheriffs, and state patrol directors; 911 dispatch and social services; DPS, DVS & BCA staff, FEMA staff, and staff of other state and federal agencies; vendors/suppliers; including repair shops; contractor's personnel; tourists and city residents; area hospitals, clinics, and detox centers; city schools and businesses, various civic/community organizations and groups.
Supervises:	Departmental Police Officers

### IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS	As administrative head of this department and the City's chief law enforcement officer the incumbent has authority to command licensed peace officer and control various systems, processes, and activities subject to City Council's policy guidance. Working with the City Clerk and Council the incumbent prepares department's budget, capital improvement plans, and equipment replacement plans and administers the budget in compliance with the City's purchasing policy and state requirements for bids/RFPs. Acts as City's principal liaison to sheriffs' offices and local/state/federal law enforcement agencies.
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# POLICE CHIEF

## V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

<b>DEPARTMENT</b> <b>ADMINISTRATION &amp; MANAGEMENT</b> <ul style="list-style-type: none"> <li>» Planning &amp; Budgeting</li> <li>» Policies &amp; Procedures</li> <li>» Laws, Rules &amp; Regulations</li> <li>» Records &amp; Information Management</li> </ul>	<ol style="list-style-type: none"> <li>a. Prepares, executes, and evaluates operating plans, policies and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations and according to Council policies.</li> <li>b. Personally handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency.</li> <li>c. Prepares department's draft operating budget; administers Council-approved budget; and keeps Council informed of significant and noteworthy financial concerns and issues.</li> <li>d. Regularly informs the Council about noteworthy items; attends Council meetings to report on the department's operations, programs, and activities; and attends relevant boards/commissions/committees as directed/needed.</li> <li>e. Manages the department's document and records management system, overseeing and implementing appropriate security measures and managing the proper legal disposition of all records and documents; responds to legal requests (subpoenas, summons, etc.) and data compliance practices according to City policies for production.</li> </ol>
<b>LEADERSHIP AND CLEO FUNCTIONS</b> <ul style="list-style-type: none"> <li>» Knowledge &amp; Expertise</li> <li>» Goals &amp; Objectives</li> <li>» Programs &amp; Initiatives</li> <li>» CLEO Functions</li> <li>» Criminal Justice</li> <li>» Community Policing</li> </ul>	<ol style="list-style-type: none"> <li>f. Initiates and coordinates the department's short- and long-term goal planning, seeking Council input/feedback and approval as appropriate; makes recommendations to the Council about direction of City's law enforcement efforts and any new programs or initiatives; and manages Council-approved programs, initiatives, and directives. Evaluates operations and activities, makes improvements as needed, and strives to promote a high level of service.</li> <li>g. Provides technical expertise and professional knowledge in conducting more difficult and serious investigations to promote a satisfactory resolution and ensure efficient use of resources; works closely with attorneys and other relevant professionals on all legal matters; and represents the department in Court and other legal proceedings.</li> <li>h. Determines each licensed individual's eligibility to be hired according to POST requirements and City standards; depending on circumstance, submits appropriate personnel forms (e.g. <i>Request for Peace Officer License, Personnel Notification, &amp; Employment Termination</i>) to POST; provides initial and continuing instruction on the use of force, deadly force, and the use of firearms within required time-frames; and receives, investigates, and resolves complaints of officer misconduct ensuring any appropriate sanctions are enforced and proper notifications are made.</li> <li>i. Establishes and implements or enforces statutorily-required, written policies; receives, reviews, and manages lawful disposition of seized firearms; and takes command of incidents/scenes when required.</li> <li>j. Keeps informed of relevant industry changes and trends, conducting appropriate research and analysis; and provides relevant information to departmental staff.</li> </ol>
<b>EQUIPMENT MAINTENANCE</b> <ul style="list-style-type: none"> <li>» Replacement Planning</li> <li>» Maintenance &amp; Repair</li> </ul>	<ol style="list-style-type: none"> <li>k. Participates in the City's planning process for equipment replacement decisions by working closely with the City Clerk and City Council.</li> <li>l. Coordinates the maintenance and repair of departmental vehicles and equipment. Uses outside repair services as budgeted, approved, or needed in emergency.</li> </ol>

# POLICE CHIEF

## V. ESSENTIAL FUNCTIONS (cont.)

<b>SUPERVISION OF DEPARTMENT EMPLOYEES</b> <ul style="list-style-type: none"> <li>» Employee Relations</li> <li>» Hiring/Interviewing</li> <li>» Supervision &amp; Work Scheduling</li> <li>» Performance Management</li> <li>» Discipline/Safety</li> <li>» Training &amp; Development</li> </ul>	<ul style="list-style-type: none"> <li>m. Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring/interviewing, managing work schedules including leave approvals, assigning/prioritizing/reviewing work, coaching and evaluating performance, training and staff development, influencing compensation/rewards, and initiating discipline/discharge per City policy and under the Council's final approval for hiring and firing.</li> <li>n. Oversees and <u>regularly</u> participates in department's cyclical work: supervises employees' performance and reviews work output, assigns special duties and projects, and performs work tasks of subordinate positions as needed.</li> <li>o. Promotes workplace safety through ongoing efforts related to employee training and awareness.</li> </ul>
<b>COORDINATION WITH OTHER CITY DEPARTMENTS</b> <ul style="list-style-type: none"> <li>» Joint/Shared Responsibilities</li> <li>» City-wide projects, events, &amp; activities</li> <li>» Emergencies</li> </ul>	<ul style="list-style-type: none"> <li>p. Works closely with other department heads to coordinate work and perform shared responsibilities. Attends staff meetings.</li> <li>q. Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Council about important issues and concerns.</li> <li>r. Provides administrative/technical support to other departments as workload and work priorities allow.</li> <li>s. Works closely with Public Works staff on unsafe/urgent situations and emergencies.</li> </ul>
<b>EXTERNAL COMMUNICATIONS/RELATIONS</b> <ul style="list-style-type: none"> <li>» City Representation &amp; Liaison</li> <li>» Intergovernmental Relations</li> <li>» Business Relations</li> <li>» Public Relations</li> <li>» Media Relations</li> <li>» School Resources</li> </ul>	<ul style="list-style-type: none"> <li>t. Represents City before various outside entities: establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Council of significant or noteworthy concerns and issues.</li> <li>u. Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/productivity of assigned areas of accountability.</li> <li>v. Receives requests for information, complaints, and other input/feedback about Police Department and either personally responds or directs subordinate staff to respond. Informs City Council of noteworthy problems/complaints and refers any policy matters for the council's consideration.</li> <li>w. Engages and interacts with School District #2884 administration, employees and students to share information, discern issues and concerns, conduct investigation of all reports initiated on the school's property; responsible for investigation of criminal conduct occurring on District #2884 school buses; assignment to extra-circular activities that involve students within the school district building rapport with juveniles.</li> </ul>

## VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other duties as directed by the City Clerk or Council.
- May be subject to periodic drug-testing as outlined in city policies.

# POLICE CHIEF

## VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none"> <li>▪ each major area of accountability</li> <li>▪ City and relevant County ordinances, Council resolutions &amp; directives; City and department policies and procedures</li> <li>▪ Relevant state and federal laws/rules/regulations including court decisions</li> <li>▪ City Council's overall budget goals and each department's work plans</li> <li>▪ City and Department's organizational structure, operations, programs and activities</li> <li>▪ City's geography, business &amp; residential areas, and infra- &amp; super-structure</li> <li>▪ principles and practices applicable to modern law enforcement/policing and community policing</li> <li>▪ management principles and practices as they apply to public sector</li> <li>▪ OSHA and other safety-related laws, rules, and regulations</li> <li>▪ office automation and other technologies useful for municipal operations</li> <li>▪ program management, process control and improvement, work flow management</li> </ul>	<ul style="list-style-type: none"> <li>▪ planning and evaluating department's operations</li> <li>▪ coordinating and controlling city-wide financial systems and programs</li> <li>▪ preparing/administering operating and capital budgets and budget plans</li> <li>▪ conducting research, analyzing/interpreting data, and preparing reports</li> <li>▪ developing alternatives; including cost/benefit and other pros &amp; cons of various options</li> <li>▪ providing/presenting reliable information and sound advice to elected &amp; appointed officials</li> <li>▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups</li> <li>▪ communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation</li> <li>▪ providing leadership/supervision to employees and promoting a positive and motivational workplace</li> <li>▪ using office software and ensuring information technologies help to increase work productivity</li> <li>▪ operating a patrol vehicle and using personal and departmental weapons</li> </ul>	<ul style="list-style-type: none"> <li>▪ handle non-public data and other sensitive information IAW state statute and City policy</li> <li>▪ keep current on law enforcement/policing and related issues through participation in/contact with appropriate organizations, agencies, and other entities (and individuals)</li> <li>▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends</li> <li>▪ implement Council policies and carry out Council and City Clerk/Treasurer directives</li> <li>▪ interpret and administer policies with consistency and uniformity</li> <li>▪ work independently and with a high level of initiative &amp; resourcefulness</li> <li>▪ cope with the mental stress of the position</li> <li>▪ interact with various local &amp; community organizations</li> <li>▪ operate a personal computer and other typical office machines</li> <li>▪ use active listening skills and receive input/feedback (and constructive criticism) on performance</li> <li>▪ promote work products that are complete, accurate, and error-free</li> <li>▪ work beyond normal work hours as well as evenings, some weekends, and holidays</li> <li>▪ attend meetings within and outside the City</li> </ul>

## VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

***Machines, tools, and equipment regularly used:*** Personal computer and peripherals, various software applications (telephone, copy and fax machines, and other typical office equipment. Squad car/vehicle, MDC/MDT, mobile and portable radios, radar, firearms and other weapons, taser, mace, side handle baton, handcuffs, cameras/recording/A-V equipment, portable breath tester, medical equipment, defibrillator, window tint meter, investigative equipment, computer and office equipment, phone, and other personal and departmental equipment.

All machines, tools, and equipment used by subordinate personnel.

# POLICE CHIEF

## IX. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.*

*An equivalent combination of education and experience may be considered during the hiring process.*

For Use  
in  
Hiring  
and  
Promotions

- I. Associate's degree in law enforcement, criminal justice or related program.
- II. Licensed as a peace officer with MN POST Board or eligible to be licensed (at time of appointment).
- III. Valid Minnesota driver's license (or ability to obtain within 60-days) AND satisfactory driving record.
- IV. Certification as First Responder (First Aid and CPR).

## X. MINIMUM SELECTION STANDARDS (NOT ALL-INCLUSIVE)

*Other minimum selection standards and pre-employment requirements can be found in application and other hiring materials.*

For Use  
in  
Hiring  
and  
Promotions

- V. Must be a United States citizen.
- VI. Must not have a felony conviction (as defined in MN) and must not be required to register as a predatory offender (under applicable state law).
- VII. Must successfully complete a physical examination, psychological assessment, drug and alcohol screening, and background investigation.

Must have knowledge of State Statutes and local ordinances.

Must meet all other state requirements and City minimum hiring standards.

## XI. WORKING CONDITIONS (summary only)

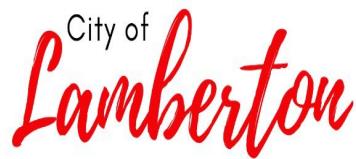
*Includes characteristics related to both the job itself and its work environment.*

Work involves an element of personal danger and varying levels of physical, emotional, and mental stress to deal with people in wide variety of situations. Must be able to act without direct supervision and exercise independent judgment, discretion, and decision making. Majority of the duties are carried out in a squad car, inside and outside the office, and in the community while wearing full duty gear. Works in all types of weather conditions and temperature extremes. Possible exposure to irritants/fumes, hazardous substances including dangerous drugs, blood- and air-borne pathogens and other infectious diseases, vibrations and noise, fire and smoke, and possible risk of electric shock. Uses all types of vision (including night and color) and all other senses. Requires regular standing/walking or sitting, and might involve numerous other movements such as bending/stooping, crouching/kneeling, pushing/pulling, and twisting/turning. Regularly uses fine dexterity and large motor skills. Considerable physical effort may be spent while running, lifting/moving, and physically grappling with, and detaining/arresting people. Must be able to lift/carry/move up objects requiring light to moderate to strenuous physical effort. Potential exposure to life threatening situations. Work includes evenings, weekends, nights, and holidays.

Must be able to respond to urgent and emergency situations.

### Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk/Treasurer.)



# POLICE OFFICER

## Job Description

### I. IDENTIFYING INFORMATION

JOB TITLE:	Police Officer	WORK/PAY STATUS:	Part-time, Hourly
SUPERVISOR:	Police Chief	FLSA STATUS:	Nonexempt
DEPARTMENT HEAD:	Police Chief	PAY GRADE:	5
DEPARTMENT:	Police	WORK SCHEDULE:	Varies; Per Supervisor
WORK LOCATIONS:	Police Station, Squad, & Community		

### II. PURPOSE STATEMENT

Serves as a sworn member of City's police department to dutifully protect life and property through the responsible performance of a diverse array of patrol and police functions. Responds to calls for service and provides emergency & public assistance. Enforces state laws and city ordinances as well as county ordinances and federal laws. Conducts investigations according to incumbent's training and experience as well as position's level of authority. Works with other city police and relevant county sheriff departments according to mutual aid agreements or directives from the City Council or Police Chief.

*The incumbent typically works as generalist with a focus on patrolling during which s/he may encounter and respond to: arguments/disputes/fights, prowler/trespassers, disorderly conduct & public nuisances, intoxicated persons, and violations involving use of controlled substances. Performs additional or special duties as assigned by the Chief.*

### III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	Police Chief
Communicates with:	
Internally:	All other city employees and volunteers, including Fire
Externally:	911 dispatch and social services; surrounding city police & county sheriffs departments, DPS, DVS & BCA staff, FEMA staff, and staff of other state and federal agencies; vendors/suppliers; including repair shops; contractor's personnel; tourists and city residents; area hospitals, clinics, and detox centers; Minnesota State Patrol and various federal/state/area public agencies; city schools and businesses, various civic/community organizations and groups; and city residents, visitors, and tourists
Supervises:	None

### IV. DELEGATION OF AUTHORITY

Based on state statute, city policies, and management's direction the incumbent has the authority to personally enforce laws and ordinances, execute a variety of court warrants/orders, and conduct investigations commensurate with the individual's training & experience and according to the Chief's direction and oversight. As the employee develops his/her knowledge base and skill sets on-the-job training, mandatory continuing education, and specialized training are critical for the employee's performance and development. At full-performance level the employee works with a high degree of independence, initiative, and proficiency.

# POLICE OFFICER

## V. ESSENTIAL FUNCTIONS

*This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.*

- 1. Keeps Supervisor informed of all appropriate department matters.**
- 2. Performs duties and responsibilities related to Patrol, Call Response, Emergency Response**
  - Operates police vehicles during routine patrol, call response, and emergency situations. Conducts foot patrols as appropriate for active patrolling.
  - Identifies potential physical and safety hazards if *observed* during patrols; inspects hazard if on city-owned property and reports to public works or administrative staff or appropriate business/property owner; and investigates any *observed* or *reported* public nuisances.
  - Monitors any *observed* severe storm or weather activity during shift and notifies 911 Dispatch of significant conditions.
  - Responds to routine and urgent calls for service including: all types of alarms, disturbances and other potentially illegal behaviors/activities; reports of missing/found/endangered persons; and welfare & safety checks. Takes appropriate action(s) including arrests/detentions, referrals to social services, and mental health transports.
  - Responds to emergencies: provides—commensurate with training & experience—emergency medical service at accident and crime scenes or assists fire/rescue/ambulance personnel as requested; establishes a safety/security perimeter if possible; and controls crowd/onlookers and directs traffic.
  - Responds to requests from public: provides information to residents and tourists; provides assistance to disabled motorists; and provides other assistance according to department policy.
- 3. Performs duties and responsibilities related to Community Policing & Active Police Coverage**
  - Investigates suspicious circumstances and activities; stops & interviews suspicious persons; and intervenes in observed dangerous, suspicious or criminal activities.
  - Enforces traffic laws of the State of Minnesota and ordinances of the City of Lamberton; issues citations or warnings for moving, mechanical & safety violations; maintains stationary and moving radar surveillance; and conducts traffic/seatbelt surveys as assigned.
  - Provides a police presence during city events and, as directed, observes demonstrations, protests, & picket lines. Acts if necessary to preserve the peace, protect property, and enforce the law.
  - Apprehends and arrests suspected law violators: places individuals under arrest using approved protocol and procedures (e.g. advises of rights, questions, searches, etc.) and transports to detention center or other appropriate facility.
  - Administers Blood Alcohol test for DPS/DVS notification, if certified to do so, or finds certified officer to administer the test.
  - Executes a variety of court orders including HROs and OFPs; participates in raids and search warrant executions; performs stakeouts, surveillance of persons or places; and initiates a variety of investigations.
  - Issues citations for parking violations, follows up on habitual violators, and enforces animal complaints.
- 4. Performs duties and responsibilities related to Investigations & Court Proceedings**
  - Investigates all alleged criminal behavior based on personal observations and complaints.
  - Conducts preliminary crime and accident investigations: secures crime or accident scene; surveys scene for witnesses, interviewing witnesses and victims and obtaining information on suspects; and searches area for physical evidence, gathering and preserving evidence through established department procedures. Works with city and county attorneys.
  - Using approved techniques interrogates suspects, obtaining statements and confessions.

# POLICE OFFICER

## V. ESSENTIAL FUNCTIONS (cont.)

### 5. Performs duties and responsibilities related to Investigations & Court Proceedings (cont.)

- Prepares incident/accident reports, citations, affidavits and other legal documents, memoranda and other correspondence; prepares for court testimony; and testifies as witness in criminal and civil proceedings. Works with prosecuting attorneys.
- Performs follow-up crime and accident investigations, assisting Police Chief or other agencies as assigned.
- Maintains and organizes evidence/property room and assists with the proper disposition of evidence (destruction/transfer/etc.) and sale/auction of seized property.
- Investigates and arranges for removal of abandoned/stolen vehicles and property.

### 6. Performs duties and responsibilities related to Equipment Care & Maintenance

- Performs operator-level checks and services on patrol vehicle, keeping it clean and orderly.
- Inspects vehicles and other equipment, reporting deficiencies and needed repairs to Supervisor.
- Inspects and cleans handgun, firearms and other weapons, keeping them in proper working order.
- Inspects duty belt, ensuring it is properly equipped per Supervisor's guidance.

### 7. Performs duties and responsibilities related to Training, Paperwork and Recordkeeping

- Participates in departmental and outside training to maintain knowledge, skills and abilities necessary to perform duties. Maintains Minnesota POST license and a good driving record.
- Attends and conducts specialized training as approved by the Chief.
- Completes routine and other paperwork critical to essential duties and properly maintains official records and other files/documents.
- Performs clerical tasks within the office, including filing, data entry/retrieval, and answering phone.

## VI. OTHER DUTIES & RESPONSIBILITIES

- Performs additional or special duties as assigned by Police Chief.
- Performs other related work as apparent or assigned by Supervisor.
- May be subject to periodic drug-testing as outlined in city policies.

# POLICE OFFICER

## VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none"> <li>▪ each duty category and task</li> <li>▪ City and department policies &amp; procedures as well as the Chief's directives</li> <li>▪ City's and Department's organizational structure, operations, programs and activities</li> <li>▪ City's geography, business &amp; residential areas, and infrastructure</li> <li>▪ applicable federal &amp; state laws and city &amp; county ordinances</li> <li>▪ office automation and other technologies useful for patrol/police duties</li> <li>▪ investigative techniques and procedures</li> <li>▪ relevant medical &amp; legal terminology and court rules &amp; procedures</li> <li>▪ first aid, CPR, and other first responder procedures</li> </ul>	<ul style="list-style-type: none"> <li>▪ using personal and departmental equipment including firearms &amp; other weapons</li> <li>▪ analyzing problems/situations, taking decisive and effective action, and using proper procedures</li> <li>▪ communicating, both verbally and in writing to include analyzing data, preparing reports and providing/presenting reliable information</li> <li>▪ using an appropriate degree of tact, persuasion, conflict resolution/mediation, and intervention depending on the situation</li> <li>▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups</li> <li>▪ using information technologies to increase work productivity</li> <li>▪ interviewing and conducting various types of investigations</li> <li>▪ speak and write effectively in English</li> <li>▪ interacting with diverse individuals including adolescents/juveniles, the mentally ill, and elderly</li> </ul>	<ul style="list-style-type: none"> <li>▪ follow department's and City's code of conduct</li> <li>▪ attend mandatory and other training and satisfy learning objectives</li> <li>▪ keep current on law enforcement, criminal justice, &amp; policing fields and related issues</li> <li>▪ work independently and perform duties with consistency and uniformity</li> <li>▪ handle not public data and other sensitive information IAW state statute and City/department policy</li> <li>▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends</li> <li>▪ work beyond normal works hours as well as evenings, weekends and holidays</li> <li>▪ cope with the mental stress and physical demands of the position including emergency situations</li> <li>▪ maintain fitness for duty in all essential aspects of position</li> <li>▪ maintain appearance IAW City/department standards interact with diverse individuals</li> </ul>

## VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

**Machines, tools, and equipment regularly used:** Squad car/vehicle, MDC/MDT, mobile and portable radios, radar, firearms and other weapons, taser, mace, side handle baton, handcuffs, cameras/recording/A-V equipment, portable breath tester, medical equipment, defibrillator, window tint meter, investigative equipment, computer and office equipment, phone, and other personal and departmental equipment.

**Standard Duty Uniform and Personal Protective Equipment include:** Department-approved Uniform & Equipment; Collar Brass and approved Tie; Name Plate; Approved Pants; Footwear; Body Armor Vest; Jacket; Duty Belt, equipped; other Safety Equipment (in vehicle); other Personal Protective Equipment (as needed)

# POLICE OFFICER

## IX. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.*

*An equivalent combination of education and experience may be considered during the hiring process.*

1. Associate's degree in law enforcement, criminal justice, or related program.
2. Licensed as a peace officer with Minnesota POST Board or eligible to be licensed (at time of appointment).
3. Valid Minnesota driver's license or ability to obtain valid MN driver's license within 60 days.
4. Certification as First Responder (First Aid and CPR).

## X. MINIMUM SELECTION STANDARDS (not all-inclusive)

*Other minimum selection standards and pre-employment requirements can be found in application and other hiring materials.*

1. Must be a United States citizen.
2. Must not have a felony conviction (as defined in Minnesota) and must not be required to register as a predatory offender (under applicable state law).
3. Must successfully complete a physical examination, psychological assessment, drug and alcohol screening, and background investigation.
4. Must have knowledge of State Statutes and local ordinances.
5. Must meet all other state requirements and City minimum hiring standards.

## XI. WORKING CONDITIONS (summary only)

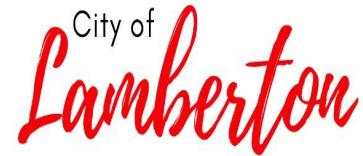
*Includes characteristics related to both the job itself and its work environment.*

Work involves an element of personal danger and varying levels of physical, emotional, and mental stress to deal with people in wide variety of situations. Must be able to act without direct supervision and exercise independent judgment, discretion, and decision making. Majority of the duties are carried out in a squad car, inside and outside the office, and in the community while wearing full duty gear. Works in all types of weather conditions and temperature extremes. Possible exposure to irritants/fumes, hazardous substances including dangerous drugs, blood- and air-borne pathogens and other infectious diseases, vibrations and noise, fire and smoke, and possible risk of electric shock. Uses all types of vision (including night and color) and all other senses. Requires regular standing/walking or sitting, and might involve numerous other movements such as bending/stooping, crouching/kneeling, pushing/pulling, and twisting/turning. Regularly uses fine dexterity and large motor skills. Considerable physical effort may be spent while running, lifting/moving, and physically grappling with, and detaining/arresting people. Must be able to lift/carry/move up objects requiring light to moderate to strenuous physical effort. Potential exposure to life threatening situations. Work includes evenings, weekends, nights, and holidays.

Must be able to respond to urgent and emergency situations.

### **Data Practices Notice for City Employees with Restricted Access/Use Privileges**

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk/Treasurer.)



# MAINTENANCE SUPERVISOR

## Job Description

### I. IDENTIFYING INFORMATION

JOB TITLE:	Maintenance Supervisor	WORK/PAY STATUS:	Full-time, Salary
SUPERVISOR:	City Clerk & City Council	FLSA STATUS:	Exempt
DEPARTMENT HEAD:	Maintenance Supervisor	PAY GRADE:	8
DEPARTMENT:	Maintenance	WORK SCHEDULE:	6:30-3 p.m./Flex Meetings
WORK LOCATION:	Shop & Various Work Sites		

### II. PURPOSE STATEMENT

PURPOSE & NATURE OF WORK:	Performs technical/specialized and some administrative work to manage the City's maintenance department. Exercises overall and direct responsibility for the operation, maintenance and repair of city-owned public works and utilities including surface (roads & streets) infrastructure, parks and park amenities, water supply system, swimming pool, wastewater system, storm sewer system, yard-waste site, and municipal buildings. Manages budget and promotes the effective and efficient use of resources. Actively participates in City's capital improvement planning process and equipment replacement decisions.  <i>This is a working supervisor position in which the incumbent is expected to perform field work—in the daily operation &amp; maintenance of city's utility, surface, and other infrastructure—during a significant percentage of the time.</i>
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### III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Clerk & City Council
Communicates with:	
Internally:	All other city employees and volunteers
Externally:	other public works superintendents & directors, other water & wastewater superintendents and operators, MDH, MPCA, DNR and other many county/state/federal agencies, professional organizations/associations, consultants and contractors, suppliers & vendors, developers and landowners, business owners, utility customers and residents
Supervises:	All department staff (regular & seasonal)

### IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS	As administrative head of this department the incumbent has authority to supervise subordinate positions and control various systems, processes, and activities subject to Council's policy guidance. Working with the City Clerk and the Council the incumbent prepares department's budget, capital improvement plans, and equipment replacement plans and administers the budget in compliance with the City's purchasing policy and state requirements for bids/RFPs. The incumbent has the authority to decisively respond to urgent and emergency situations in accordance with City policies/guidelines and generally-accepted standards and practices. Acts as City's principal liaison to local/state/federal public agencies related to public works and utilities.
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# MAINTENANCE SUPERVISOR

## V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

<b>DEPARTMENT</b> <b>ADMINISTRATION &amp; MANAGEMENT</b> <ul style="list-style-type: none"> <li>» Planning &amp; Budgeting</li> <li>» Policies &amp; Procedures</li> <li>» Laws, Rules &amp; Regulations</li> <li>» Records &amp; Information Management</li> </ul>	a. Prepares, executes, and evaluates operating plans, policies and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations and according to Council policies. b. Personally handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency. c. Prepares department's draft operating budget; administers Council-approved budget; and keeps Council informed of significant and noteworthy financial concerns and issues. d. Regularly informs the Council about noteworthy items; attends Council meetings to report on the department's operations, programs, and activities; and attends relevant boards/commissions/committees as directed/needed. e. Manages the department's document and records management system, overseeing and implementing appropriate security measures and managing the proper legal disposition of all records and documents.
<b>OPERATIONS &amp; MAINTENANCE</b> <ul style="list-style-type: none"> <li>» Seasonal-Daily Maintenance Activities &amp; Tasks</li> <li>» Inspections</li> <li>» Equipment Repairs &amp; Services</li> <li>» Cost Control/Quality Control</li> <li>» Recordkeeping</li> <li>» Equipment Replacement</li> </ul>	f. Plans and schedules seasonal maintenance activities; oversees daily work through regular contact with maintenance worker; and provides leadership and guidance on more difficult & complex problems. g. Serves as licensed operator of city's water supply and wastewater treatment facilities and systems: observes ponds, collects, and tests as appropriate, water and sewage samples; makes process adjustments as necessary to maintain quality of water and effluent in accordance with state standards; and inspects new service connections. Maintains and repairs operational system lines and equipment; semi-annual flushing of systems. Processes utility locate requests; meter reading, connections and disconnections, work-orders and maintenance of water meters. h. Oversees and participates in the seasonal maintenance activities for city streets, roads, and other surfaces (parking lots, sidewalks, compost site, etc.): Performs routine maintenance tasks such as patching, crack filling/sealing, grading alleys, sweeping, and snow plowing/removal, ice control, compost burning and site compaction and yard waste collection. i. Oversees and participates in the maintenance of city owned buildings, park grounds and amenities, public swimming pool: monitors mowing/trimming tasks; maintains playground equipment; start-up and closing preparation of swimming pool: collects, and tests as appropriate, pool water samples; makes process adjustments as necessary to maintain chemical level in accordance with state standards; backwash of pool filters and general maintenance. All maintenance and repair of city owned buildings. j. Oversees and participates in the development, maintenance and use of the department's information databases & systems related to the assigned physical & capital assets including maps & diagrams, sketches/drawings/blueprints, registries/inventories, manuals and specifications. k. Oversees equipment maintenance activities through regular observation of employees' pre-operation checks. Conducts spot checks as well as fuller inspections on tools/equipment/machinery to make various determinations (operating condition, useful life, etc.). Recommends equipment replacements by preparing plans in conjunction with Clerk/Treasurer. l. Oversees the usage of materials and supplies and provides guidance and direction as appropriate. m. Oversees and participates in mosquito control operations as needed.

# MAINTENANCE SUPERVISOR

## V. ESSENTIAL FUNCTIONS (cont.)

<b>CAPITAL IMPROVEMENTS, CONSTRUCTION &amp; PROJECT MANAGEMENT</b> <ul style="list-style-type: none"> <li>» CIP</li> <li>» Construction Management</li> <li>» Project Management</li> <li>» RFP/Bidding Processes</li> <li>» Consultant/Contractor Management</li> <li>» Project Cost Accounting</li> </ul>	<ul style="list-style-type: none"> <li>n. Participates in the City's planning process for capital improvements by working closely with city appointed/elected officials and consultants: keeps informed of relevant industry changes and conducts research and analysis as appropriate; makes recommendations to the Council about anticipated growth and direction for City's infrastructure, and carries out Council-approved plans, projects, and initiatives.</li> <li>o. Works with the City's elected/appointed officials, City Clerk to identify and finalize expectations and goals for various maintenance construction projects. Works with consulting engineers and other consultants to develop plans, specifications, and other documentation for construction projects. Participates in the City's bidding/RFP process.</li> <li>p. Oversees contractors and closely monitors project costs and timelines. Prepares, or directs the preparation of, reports for: 1) internal use; 2) review by City decision makers; and 3) submission to governmental agencies. Oversees detailed and accurate recordkeeping.</li> <li>q. Manages a variety of seasonal and other smaller, in-house projects (repairs/replacements/installations) that can be accomplished by department staff. Coordinates work with City Clerk and other city departments. Tracks project costs and maintains necessary paperwork.</li> </ul>
<b>SUPERVISION OF DEPARTMENT EMPLOYEES</b> <ul style="list-style-type: none"> <li>» Employee Relations</li> <li>» Hiring/Interviewing</li> <li>» Supervision &amp; Work Scheduling</li> <li>» Performance Management</li> <li>» Discipline/Safety</li> <li>» Training &amp; Development</li> </ul>	<ul style="list-style-type: none"> <li>r. Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring/interviewing, managing work schedules including leave approvals, assigning/prioritizing/reviewing work, coaching and assistance with evaluating performance, training and staff development, influencing compensation/rewards, and initiating discipline/discharge per City policy and under the Council's final approval for hiring and firing.</li> <li>s. Oversees and <u>regularly</u> participates in department's cyclical work: supervises employees' performance and reviews work output, assigns special duties and projects, and performs work tasks of subordinate positions as needed.</li> <li>t. Promotes workplace safety through ongoing efforts related to employee training and awareness as well as personal observation.</li> </ul>
<b>COORDINATION WITH OTHER CITY DEPARTMENTS</b> <ul style="list-style-type: none"> <li>» Joint/Shared Responsibilities</li> <li>» City-wide projects, events, &amp; activities</li> <li>» Emergencies</li> </ul>	<ul style="list-style-type: none"> <li>u. Works closely with other department heads to coordinate work and perform shared responsibilities. Attends staff meetings.</li> <li>v. Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Council about important issues and concerns.</li> <li>w. Works closely with other staff on unsafe/urgent situations and emergencies.</li> </ul>
<b>EXTERNAL COMMUNICATIONS/ RELATIONS</b> <ul style="list-style-type: none"> <li>» City Representation &amp; Liaison</li> <li>» Intergovernmental Relations</li> <li>» Business Relations</li> <li>» Public Relations</li> <li>» Media Relations</li> </ul>	<ul style="list-style-type: none"> <li>x. Represents City before various outside entities: establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Council of significant or noteworthy concerns and issues.</li> <li>y. Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/productivity of assigned areas of accountability.</li> <li>z. Receives requests for information, complaints, and other input/feedback about Maintenance Department and either personally responds or directs subordinate staff to respond. Informs City Council of noteworthy problems or complaints and refers any policy matters for the council's consideration.</li> </ul>

## VI. OTHER DUTIES & RESPONSIBILITIES

- Handles seasonal decorations.
- Performs other duties as directed by the City Council or apparent to the incumbent.
- May be subject to periodic drug-testing as outlined in city policies.

# MAINTENANCE SUPERVISOR

## VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none"> <li>▪ each major area of accountability</li> <li>▪ City's and Department's organizational structure, operations, programs and activities</li> <li>▪ City's geography, business &amp; residential areas, and infrastructure</li> <li>▪ laws, rules and regulations applicable to City government, including OSHA and other safety-related laws, rules, and regulations</li> <li>▪ budgeting/accounting principles &amp; bookkeeping practices</li> <li>▪ management principles and practices as they apply to public sector</li> <li>▪ office automation and other technologies (e.g. SCADA, GIS/GPS, etc.) useful for municipal operations</li> <li>▪ City and department policies and procedures</li> <li>▪ program management, process control and improvement, and work flow management</li> <li>▪ OMR of maintenance and utilities</li> </ul>	<ul style="list-style-type: none"> <li>▪ providing leadership/supervision to employees and promoting a positive and motivational workplace</li> <li>▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups</li> <li>▪ analyzing and planning department's operations</li> <li>▪ developing alternatives; including cost/benefit and other pros &amp; cons of various options</li> <li>▪ analyzing data, preparing reports, and providing/presenting reliable information and sound advice to decision makers</li> <li>▪ communicating, both verbally and in writing; and using an appropriate degree of tact depending on the situation</li> <li>▪ using information technologies to increase work productivity</li> <li>▪ reading/understanding plans, maps, blueprints, specifications, etc.</li> <li>▪ preparing/administering budgets</li> <li>▪ operating a variety of maintenance equipment and machinery</li> </ul>	<ul style="list-style-type: none"> <li>▪ handle non public data and other sensitive information according to state statute and City policy</li> <li>▪ keep current on maintenance/utilities and related issues through participation in/contact with appropriate organizations, agencies, and other bodies</li> <li>▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends</li> <li>▪ cope with the mental stress of the position</li> <li>▪ lift/carry/move heavy objects weighing up to 75 pounds and heavier objects with assistance</li> <li>▪ implement Council policies and carry out directives</li> <li>▪ interpret and administer policies with consistency and uniformity</li> <li>▪ interact with various local &amp; community organizations</li> <li>▪ work beyond normal work hours as well as evenings, some weekends, and holidays</li> <li>▪ attend meetings within and outside the City</li> </ul>

## VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

**Machines, tools, and equipment regularly used:** Typical office equipment; testing and lab equipment, meter reading equipment, utility locating equipment, phones including personal cell phone; and City vehicles.

All machines, tools, and equipment listed for subordinate position.

# MAINTENANCE SUPERVISOR

## IX. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.*

*An equivalent combination of education and experience may be considered during the hiring process.*

<b>For Use in Hiring and Promotions</b>	<ol style="list-style-type: none"><li>1. A level of training and experience equivalent to the position's major functional areas.</li><li>2. Some supervisory experience or demonstrated ability to lead others in work tasks.</li><li>3. Current Class D water and Class C wastewater licenses (or ability to obtain licensing within Council determined time-frame).</li><li>4. Valid Minnesota Class D driver's license and ability to obtain Commercial Driver's License within Council determined time-frame.</li><li>5. Valid Pool Operator's Certificate (or ability to obtain certification within Council determined time-frame).</li><li>6. Must have or able to obtain pesticide applicator's license.</li></ol>
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## X. WORKING CONDITIONS (summary only)

*Includes characteristics related to both the job itself and its work environment.*

<b>Serves on-call during Off-duty Hours</b>	<p>Operates many types of equipment and vehicles (with &amp; without cabs). Work is regularly performed outdoors in all kinds of weather, in the maintenance shop, and in/around other buildings &amp; facilities. Uses fine and large motor skills and movements. Coordinates hand/eye/feet to operate many tools, machines, and pieces of equipment. Uses balance while negotiating stairs/steps/ladders and working at heights including climbing water tower and using a bucket truck. Enters and works in confined spaces. Ability to exert moderate to considerable physical effort when lifting, pushing/pulling, and moving objects. Can lift/carry/move objects weighing 25-50 pounds (regularly) and up to 75/100 pounds (occasionally). Uses all types of vision (far/near/peripheral/depth/color/night), and senses of smell, touch, and hearing during regular work tasks and when making lockout/tagout decisions. Depending on seasonal work activities, construction projects, and weather &amp; other events works outside normal hours including evenings/nights/weekends. Must be able to respond, in-person, to urgent and emergency situations. As scheduled/directed by department head, serves on-call subject to a response time per City or department policy.</p> <p>Work environment includes working around moderate to loud noises, fumes, and chemicals. Ability to read, understand and follow SDS and take appropriate steps to properly use, store, and dispose of hazardous materials. Ability to follow established protocols and supervisory direction in emergencies.</p>
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### Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk/Treasurer.)

## Position Description City of Lamberton

### Position Information:

Title: Swimming Pool Lifeguard

Supervisor: Swimming Pool Manager or in the absence of the Manager, the Assistant Manager

Location: Lamberton Pool

### *Position Summary:*

Under the supervision of the Swimming Pool Manager and in the absence of the Manager and the Assistant Manager, the Swimming Pool Lifeguard has the responsibilities of maintaining order at the pool facility by preventing accidents through the enforcement of policies, rules, regulations, and ordinances governing the conduct of patrons. Lifeguards are also responsible for monitoring the pool facilities for potential hazards or unsafe conditions, providing first aid to patrons, custodial duties in maintaining the pool facilities, public relations, and all other duties as necessary or required. This position requires weekend and holiday work.

### *Examples of work (essential functions)*

- Carry out all duties assigned by the Swimming Pool Manager and Assistant Manager
- Perform First Aid and CPR when called upon
- Safety
- Watch the assigned area in rotation to prevent accidents and injuries. See that necessary precautions are observed to insure the health, safety, & welfare of patrons
- Aid the pool manager and assistant manager in every way necessary to keep the pool facility running smoothly
- Report promptly at assigned time of duty and remain on duty status until the designated shift has been completed
- Enforce the City of Lamberton Swimming Pool rules and regulations and adhere to the policies of the facility and aid in controlling the behavior of those patrons who use the facility. (Remind patrons of pool rules when necessary in a polite, firm manner, and contact management if necessary.)
- Maintain positive public relations at the swimming pool
- Document and reports all disciplinary problems and accidents to the Manager or Assistant Manager, reports will be neat and concise
- Custodial duties in maintaining a clean facility including but not limited to bathrooms, trash picked up in and outside of facility, pool vacuumed
- Inform the Manager or Assistant Manager when supplies are needed and if equipment needs repaired
- Attend all scheduled staff meetings and trainings
- Check all gates and doors at closing time
- Other duties as deemed necessary or as required by Manager.

***Education & Experience:*** Must have Lifeguard Training Certification, CPR & First Aid Certification.

***Age:*** Must be fifteen years of age or older.

***Skills:*** The ability to readily accept instructions from those in a supervisory capacity; to be able to accept constructive feedback; and to project good public relations. This employee should have the ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should have excellent public relation, oral and written communication skills. This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly.

***Problem Solving:*** Problem solving is a factor in this position. The employee encounters problems answering questions and concerns of the general public and customers who may be dissatisfied with policies and procedures.

***Decision-Making:*** Decision-making is a factor in this position. This employee makes decisions concerning enforcement of policies and rules, and performing daily duties in the most efficient manner.

***Supervision:*** The Swimming Pool Manager and Assistant Manager provide Supervision. Job related decisions are reviewed.

***Personal Relations:*** Daily contact with the general public, co-workers, supervisory personnel, and other departments are expected as well as occasional contact with members of the city council.

***Working Conditions:*** Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position.

***Physical Requirements:*** Physical exertions to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders. Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.

I agree to the terms of the job description listed above.

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Signature

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Date



# SWIMMING POOL MANAGER

## Job Description

### I. IDENTIFYING INFORMATION

JOB TITLE:	Swimming Pool Manager	WORK/PAY STATUS:	Hourly
SUPERVISOR:	City Clerk	FLSA STATUS:	Exempt
DEPARTMENT HEAD:	Justin Thram	PAY GRADE:	Grade 4
DEPARTMENT:	Parks	WORK SCHEDULE:	Varies
WORK LOCATION:	Lamberton Swimming Pool		

### II. PURPOSE STATEMENT

PURPOSE & NATURE OF WORK:	The Swimming Pool Manager provides supervisory work of a specialized nature in directing the operations of a city swimming pool. Specific duties include: hiring, training, and managing pool staff; purchasing supplies for the facility, ensuring the facility is maintained in a safe and sanitary manner for all staff and clients; maintaining pool records; and daily deposits.
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### III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Clerk & City Council
Communicates with:	<p><i>Internally:</i> Lifeguards, WSI, and all other city employees and volunteers</p> <p><i>Externally:</i> The general public and the patrons of the swimming pool.</p>
Supervises:	Employees of the Swimming Pool

### IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS	As manager of the swimming pool, the Swimming Pool Manager has authority to command swimming pool employees and control various systems, processes, and activities subject to City Council's policy guidance. Working with the City Clerk and Council.
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# SWIMMING POOL MANAGER

## V. ESSENTIAL FUNCTIONS

*The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.*

<b>DEPARTMENT</b> <b>ADMINISTRATION &amp; MANAGEMENT</b>  » Planning » Policies & Procedures » Laws, Rules & Regulations » Records & Information Management	<ol style="list-style-type: none"> <li>a. Prepares, executes, and evaluates operating plans, policies and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations, according to Council policies, and ensures the highest level of care is being rendered.</li> <li>b. Personally handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency.</li> <li>c. Prepares department's draft operating budget; administers Council-approved budget; and keeps Council informed of significant and noteworthy financial concerns and issues. Monitors monthly expenditures and receipts for the service.</li> <li>d. Regularly informs the Council about noteworthy items; attends Council meetings to report on the department's operations, programs, and activities; and attends relevant boards/commissions/committees as directed/needed.</li> <li>e. Manages the department's document and records management system, overseeing and implementing appropriate security measures and managing the proper legal disposition of all records and documents; and data compliance practices according to City policies for production.</li> <li>f. Prepares and updates reports when requested by council.</li> <li>g. Submits necessary paperwork to state including but not limited to longevity paperwork, Ambulance license paperwork and Medical Director paperwork</li> <li>h. Ensures Ambulance Service is compliant with all state checks.</li> <li>i. Works closely with the office support to answer questions and get information needed.</li> </ol>
<b>LEADERSHIP</b>  » Goals & Objectives » Programs & Initiatives	<ol style="list-style-type: none"> <li>j. Provides support and assistance to Ambulance members. Addresses any and all personnel issues in a professional and timely manner.</li> <li>k. Initiates and coordinates the department's short- and long-term goal planning, seeking Council input/feedback and approval as appropriate; makes recommendations to the Council about direction of City's Ambulance Service and any new programs or initiatives; and manages Council-approved programs, initiatives, and directives. Evaluates operations and activities, makes improvements as needed, and strives to promote a high level of service.</li> <li>l. Keeps informed of relevant industry changes and trends, conducting appropriate research and analysis; and provides relevant information to departmental staff.</li> <li>m. Communicates timely, accurate information to the Ambulance Service members.</li> <li>n. Ensures safety and efficiency in the workplace; submits policies to the City and or State for approval</li> </ol>
<b>EQUIPMENT MAINTENANCE</b>  » Replacement Planning » Maintenance & Repair	<ol style="list-style-type: none"> <li>o. Participates in the City's planning process for equipment replacement decisions by working closely with the City Clerk and City Council.</li> <li>p. Does rig maintenance checks, cot maintenance, medication check, ordering supplies, fixing of equipment and other necessary checks when appropriate</li> <li>q. Coordinates the maintenance and repair of departmental vehicles and equipment. Uses outside repair services as budgeted, approved, or needed in emergency.</li> </ol>

# SWIMMING POOL MANAGER

## V. ESSENTIAL FUNCTIONS (cont.)

<p><b>SUPERVISION OF DEPARTMENT EMPLOYEES</b></p> <ul style="list-style-type: none"> <li>» Employee Relations</li> <li>» Supervision &amp; Work Scheduling</li> <li>» Performance Management</li> <li>» Discipline/Safety</li> </ul>	<ul style="list-style-type: none"> <li>r. Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as managing work schedules, assigning/prioritizing/reviewing work, coaching and evaluating performance, influencing compensation/rewards, and initiating discipline/discharge per City policy and under the Council's final approval for hiring and firing.</li> <li>s. Oversees and <u>regularly</u> participates in department's cyclical work: supervises employees' performance and reviews work output, assigns special duties and projects, and performs work tasks of subordinate positions as needed.</li> <li>t. Promotes workplace safety through ongoing efforts related to employee training and awareness.</li> <li>u. Reviews Run Sheets for accuracy and necessary information needed for billing.</li> </ul>
<p><b>COORDINATION WITH OTHER CITY DEPARTMENTS</b></p> <ul style="list-style-type: none"> <li>» Emergencies</li> </ul>	<ul style="list-style-type: none"> <li>v. Works closely with other department heads to coordinate work and perform shared responsibilities. Attends staff meetings.</li> <li>w. Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Council about important issues and concerns.</li> <li>x. Provides administrative/technical support to other departments as workload and work priorities allow.</li> </ul>
<p><b>EXTERNAL COMMUNICATIONS/RELATIONS</b></p> <ul style="list-style-type: none"> <li>» City Representation &amp; Liaison</li> <li>» Intergovernmental Relations</li> <li>» Business Relations</li> <li>» Public Relations</li> </ul>	<ul style="list-style-type: none"> <li>y. Represents City before various outside entities: establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Council of significant or noteworthy concerns and issues.</li> <li>z. Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/productivity of assigned areas of accountability.</li> <li>aa. Receives requests for information, complaints, and other input/feedback about the Ambulance Service and personally responds. Informs City Council of noteworthy problems/complaints and refers any policy matters for the council's consideration.</li> </ul>

## VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other duties as directed by the City Clerk or Council.
- May be subject to periodic drug-testing as outlined in city policies.

# SWIMMING POOL MANAGER

## VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none"> <li>▪ each major area of accountability</li> <li>▪ City and relevant County ordinances, Council resolutions &amp; directives; City and department policies and procedures</li> <li>▪ Relevant state and federal laws/rules/regulations</li> <li>▪ City Council's overall budget goals and each department's work plans</li> <li>▪ City and Department's organizational structure, operations, programs and activities</li> <li>▪ Ambulance Service Area's geography and street systems</li> <li>▪ principles and practices applicable to the Ambulance Service</li> <li>▪ management principles and practices as they apply to public sector</li> <li>▪ OSHA and other safety-related laws, rules, and regulations</li> <li>▪ office automation and other technologies useful for municipal operations</li> <li>▪ program management, process control and improvement, work flow management</li> </ul>	<ul style="list-style-type: none"> <li>▪ planning and evaluating department's operations</li> <li>▪ preparing/administering operating and capital budgets and budget plans</li> <li>▪ conducting research, analyzing/interpreting data, and preparing reports</li> <li>▪ developing alternatives; including cost/benefit and other pros &amp; cons of various options</li> <li>▪ providing/presenting reliable information and sound advice to elected &amp; appointed officials</li> <li>▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups</li> <li>▪ communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation</li> <li>▪ providing leadership/supervision to employees and promoting a positive and motivational workplace</li> <li>▪ using office software and ensuring information technologies help to increase work productivity</li> <li>▪ operating an ambulance vehicle and all associated equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ handle non public data and other sensitive information</li> <li>▪ keep current on Ambulance Service and related issues through participation in/contact with appropriate organizations, agencies, and other entities (and individuals)</li> <li>▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends</li> <li>▪ implement Council policies and carry out Council and City Clerk/Treasurer directives</li> <li>▪ interpret and administer policies with consistency and uniformity</li> <li>▪ work independently and with a high level of initiative &amp; resourcefulness</li> <li>▪ cope with the mental stress of the position</li> <li>▪ interact with various local &amp; community organizations</li> <li>▪ operate a personal computer and other typical office machines</li> <li>▪ use active listening skills and receive input/feedback (and constructive criticism) on performance</li> <li>▪ promote work products that are complete, accurate, and error-free</li> <li>▪ work beyond normal work hours as well as evenings, some weekends, and holidays</li> <li>▪ attend meetings within and outside the City</li> </ul>

## VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

**Machines, tools, and equipment regularly used:** Personal computer and peripherals, various software applications (telephone, copy and fax machines, and other typical office equipment. Ambulance vehicle, mobile and portable radios, all machines, tools, and equipment used by subordinate personnel.

# AMBULANCE DIRECTOR

## IX. MINIMUM HIRING REQUIREMENTS

*Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.*

*An equivalent combination of education and experience may be considered during the hiring process.*

**For Use  
in  
Hiring  
and  
Promotions**

- I. Valid Minnesota driver's license (or ability to obtain within 60-days) AND satisfactory driving record.
- II. Certification as First Responder (First Aid and CPR).

## X. MINIMUM SELECTION STANDARDS (NOT ALL-INCLUSIVE)

*Other minimum selection standards and pre-employment requirements can be found in application and other hiring materials.*

**For Use  
in  
Hiring  
and  
Promotions**

- III. Must be a United States citizen.
- IV. Must not have a felony conviction (as defined in MN) and must not be required to register as a predatory offender (under applicable state law).
- V. Must successfully complete a physical examination, psychological assessment, drug and alcohol screening, and background investigation.  
Must have knowledge of State Statutes and local ordinances.  
Must meet all other state requirements and City minimum hiring standards.

## XI. WORKING CONDITIONS (summary only)

*Includes characteristics related to both the job itself and its work environment.*

Work involves an element of personal risk and varying levels of physical, emotional, and mental stress to deal with people in wide variety of situations. Must be able to act without direct supervision and exercise independent judgment, discretion, and decision making. Majority of the duties are carried out in an ambulance, inside and outside the office, and in the community. Works in all types of weather conditions and temperature extremes. Possible exposure to irritants/fumes, hazardous substances including dangerous drugs, blood- and air-borne pathogens and other infectious diseases, vibrations and noise, fire and smoke, and possible risk of electric shock. Uses all types of vision (including night and color) and all other senses. Requires regular standing/walking or sitting, and might involve numerous other movements such as bending/stooping, crouching/kneeling, pushing/pulling, and twisting/turning. Regularly uses fine dexterity and large motor skills. Considerable physical effort may be spent while lifting/moving, providing service to people. Must be able to lift/carry/move up objects requiring light to moderate to strenuous physical effort. Potential exposure to life threatening situations. Work includes evenings, weekends, nights, and holidays.  
Must be able to respond to urgent and emergency situations.

### Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk/Treasurer.)

# CITY OF LAMBERTON PAY STRUCTURE

**2026 15.2% COLA**

GRADE	BASE PAY										Start Annually if Full Time
	START	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	
1	12.08	12.48	12.89	13.31	13.75	14.21	14.67	15.16	15.66	16.18	16.71
2	13.45	13.89	14.35	14.83	15.32	15.82	16.34	16.88	17.44	18.02	18.61
3	14.22	14.69	15.18	15.68	16.20	16.73	17.28	17.85	18.44	19.05	19.68
4	19.54	20.19	20.85	21.54	22.25	22.99	23.75	24.53	25.34	26.18	27.04
5	20.90	21.59	22.31	23.04	23.80	24.59	25.40	26.24	27.10	28.00	28.92
6	21.65	22.36	23.10	23.86	24.65	25.46	26.30	27.17	28.07	28.99	29.95
7	23.81	24.60	25.41	26.25	27.11	28.01	28.93	29.89	30.87	31.89	32.94
8	27.83	28.75	29.70	30.68	31.69	32.73	33.81	34.93	36.08	37.27	38.50
9	29.07	30.03	31.02	32.04	33.10	34.19	35.32	36.48	37.69	38.93	40.22

	START	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
WSI	13.53	13.85	14.16	14.48	14.79	15.11
LFG	12.59	12.90	13.22	13.53	13.85	14.16

An annual salary is paid for the following positions for conducting such volunteer duties. Does not include COLA.

Fire Chief	\$ 1,500
Fire Training Officer	\$ 500
Fire Secretary	\$ 500
Civil Defense Director	\$ 2,000

GRADE 1	LIBRARY TECHNICIAN, COMPOST SITE WORKER	125
GRADE 2	CUSTODIAN	134
GRADE 3	SWIMMING POOL ASST MANAGER	140
GRADE 4	MAINTENANCE WORKER I, SWIMMING POOL MANAGER, CSO	153
GRADE 5	EDA COORDINATOR, MAINT WORKER II, POLICE OFFICER	163
GRADE 6	MAINTENANCE WORKER III	176
GRADE 7	LIBRARIAN	282
GRADE 8	POLICE CHIEF (FLSA EXEMPT), MAINTENANCE SUPERVISOR (FLSA EXEMPT)	312
GRADE 9	CITY CLERK/TREASURER/ADMINISTRATOR/EDA DIRECTOR (FLSA EXEMPT)	358

Mayor	\$ 2,500	Annual
Council	\$ 1,500	Annual
Special Mtgs	\$40/meeting	Each

**\*\*POINTS MATCHED WITH STATE JOB MATCH PAY EQUITY SYSTEM (2017)**

**\*\*WAGES MATCHED WITH 2017 LMC SALARY SURVEY AVERAGE OF POPULATION <1,000 IN SOUTHERN MN WITH LIKE/SIMILAR DUTIES**

**\*\*REGULAR PART-TIME POSITIONS ADVANCE TO THE NEXT STEP UPON COMPLETING THE NUMBER OF HOURS EQUIVALENT TO THAT OF A FULL-TIME POSITION IN THAT STEP.**

**\*\*SEASONAL POSITIONS ADVANCE TO THE NEXT STEP UPON COMPLETING THE NUMBER OF HOURS EQUIVALENT TO THAT OF A FULL-TIME POSITION IN THAT STEP.**