



# Position Description

<b>JOB TITLE:</b> Planning Commission Member		<b>DEPARTMENT:</b> Planning and Zoning	
<b>REPORTS TO:</b> City Council	<b>SUPERVISES:</b> None		<b>FLSA STATUS:</b> Non-Exempt
<b>CLASFFICATION:</b> Appointed, Part-Time			<b>EFFECTIVE DATE:</b> 04/2018

## POSITION SUMMARY

To serve as one of five Planning Commissioners representing the City of Winsted at-large; discuss and address issues and public policy concerning planning and zoning; receive and consider advice and professional recommendation concerning City actions related to planning and zoning; advise the City Council (Council) regarding the same; exercise all authority and power delegated to the Planning Commission by the Council and the State of Minnesota (State) in an open, respectful and lawful manner.

## JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Consider and vote on various Planning Commission actions (e.g., motions, resolutions).
- Consider the interests and needs of City residents, private businesses and public organizations regarding community and economic development.
- Develop knowledge of the City of Winsted Municipal Code.
- Attend and prepare for all Planning Commission events, meetings and work sessions.
- Attend and prepare for other meetings, special groups or task forces, as assigned.
- Establish goals and objectives for planning and zoning, and provide direction to City staff.
- Recommend budget actions and decisions to the Council.
- Conduct Planning Commission business in compliance with City policies and State

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

## **MINIMUM QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

### Education

None.

### Experience

Familiarity with or interest in local government operations concerning planning and zoning.

### Other Requirements

Resident of the City of Winsted.

## **DESIRED QUALIFICATIONS**

The requirements listed below are representative of the formal education, experience, and training preferred in order to exceptionally perform all of the functions of this position.

### Experience

Previous experience, training or formal education pertaining to planning and zoning.

## **COMPLEXITY**

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

## **RESPONSIBILITY**

### Supervision

This position provides guidance to City staff on topics of concern to the Planning Commission.

### Impact

While performing the normal duties of this job, this position's work product or services provide crucial advice and insight to the Council.

## **REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS**

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Hazards

While performing the duties of this job, this position:

- May occasionally climb up to 16 steps, lift and/or carry up to 20 lbs., frequently, stand, walk, and drive; and continuously sit, finger/enter data/keystroke, talk, and hear.
- Will use right hand and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation.
- Will use close vision, far vision, depth perception, visual acuteness, color vision, and peripheral vision.

### Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, working around moving mechanical parts, and working in close quarters.

**The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.**

**REVIEW/APPROVALS**

I acknowledge reviewing and approve of this job description.

\_\_\_\_\_  
**Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Administrator**

\_\_\_\_\_  
**Date**

**ACKNOWLEDGEMENT**

I acknowledge reviewing this Job Description.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**