

May 28, 2025

Chery Pierzina
Human Resource Officer
City of Grand Rapids

Dear Chery,

I am writing to express my interest in the Zoning Administrator position with the City of Grand Rapids. Since the start of my employment with the city in 2008, I have held progressively responsible roles at the Grand Rapids Area Library and Grand Rapids Fire Department. I believe the skills and abilities I have gained in these roles are transferable to this Community Development position.

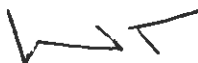
As the current Director of Library Services, I strive to cultivate a vibrant future for the community by working collaboratively with others, including city departments and local stakeholders. My role at GRAL involves frontline customer service, acting as the primary contact regarding library matters. I am also responsible for compiling and preparing data and documents for public meetings and community presentations.

My commitment to community service is further demonstrated by my nine years as a firefighter and recent promotion to Safety Officer. As an active member of GRFD, I work with a dynamic team to manage complex emergency situations. This form of challenging community service has enabled me to hone my leadership and team-working abilities among a diverse group of coworkers.

In addition to my growth within the library and fire department, I recently completed a stimulating and rigorous MPA program through Hamline University. This opportunity has prepared me with the tools for learning about complex regulations and policies impacting zoning and community development.

I am excited about the potential to serve in the Community Development Department and contribute to the future of Grand Rapids. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Will Richter', with a stylized, angular flourish.

Will Richter



420 N. Pokegama Ave
Grand Rapids, MN 55744
(218)326-7606

(218)326-7608 Fax
www.cityofgrandrapidsmn.com

Employment Application

An Equal Opportunity Employer

Please complete by printing in ink or typing. Application must be signed for employment consideration.

Thank you for considering employment with the City of Grand Rapids. We welcome you as an applicant and look forward to reviewing your application information. It is the City's policy to provide equal opportunity in employment. The City will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information on the application form, so we may accurately and completely assess your qualifications. You may attach any other information that provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing information, and more.

The City of Grand Rapids accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Human Resources at 218-326-7606.

PERSONAL INFORMATION

NAME Last Richter	First William	Middle L.	POSITION APPLIED FOR: Zoning Administrator
MAILING ADDRESS [REDACTED]			TODAY'S DATE: 05/28/25 DATE AVAILABLE TO WORK:
CITY [REDACTED]	STATE [REDACTED]	ZIP [REDACTED]	STATUS DESIRED: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal
HOME PHONE	OTHER PHONE [REDACTED]		EMAIL ADDRESS: [REDACTED]
Are you a U.S. citizen or do you have legal Authorization to work in the U.S.? Proof of age and/or eligibility to work may be requested.			Do you have a valid driver's license? (For driving positions only)
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Will your continued employment require employer sponsorship?			Are you <u>under</u> 18 years of age?
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

EDUCATIONAL INFORMATION

School Name, City and State		Major Area of Study
High School: White Bear Lake Area	Diploma <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO GED <input type="checkbox"/> YES <input type="checkbox"/> NO	
College: UW - River Falls	Degree Completed: <input checked="" type="checkbox"/> YES <input type="checkbox"/> Associates <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> NO # of years completed _____ Semester/Credit hours earned _____	BS - Social Studies / Education
Graduate School: Hamline University	Degree Completed: <input checked="" type="checkbox"/> YES <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> NO # of years completed _____ Semester/Credit hours earned _____	Public Administration
Technical or Vocational Programs: Mesabi Range (MN North)	(indicate type of certificate earned) NFPA 1001	Firefighter I&II

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

I recently completed a MPA program to prepare me with the tools for learning about the complex regulations and policies impacting zoning and community development.

List any current licenses or certificates you possess which may be related to this position:

List any current registration(s) or membership(s) related to the position for which you are applying:

EMPLOYMENT EXPERIENCE

CURRENT EMPLOYMENT INFORMATION				
EMPLOYER City of Grand Rapids	DATES EMPLOYED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">FROM</td> <td style="width: 50%; text-align: center;">TO</td> </tr> </table>	FROM	TO	JOB TITLE: Library Director
FROM	TO			
ADDRESS 420 N. Pokegama Ave	02/19	05/25		
CITY, STATE, ZIP Grand Rapids, MN 55744	NAME OF LAST SUPERVISOR: Tom Pagel			
TELEPHONE Area Code + Number (218) 326-7600	DESCRIBE YOUR WORK IN THIS JOB: Performs complex professional and difficult administrative work serving as head of the library, supervising and directing responsibility for all library functions within the framework of the library's objectives, policies and budget, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Library Board of Directors. Departmental supervision is exercised over all personnel within the department.			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other				
REASON FOR LEAVING: Current				

PREVIOUS EMPLOYMENT INFORMATION				
List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary.				
EMPLOYER City of Grand Rapids	DATES EMPLOYED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">FROM</td> <td style="width: 50%; text-align: center;">TO</td> </tr> </table>	FROM	TO	JOB TITLE: Safety Officer
FROM	TO			
ADDRESS 420 N. Pokegama Ave	01/25	05/25		
CITY, STATE, ZIP Grand Rapids, MN 55744	NAME OF LAST SUPERVISOR: Travis Cole			
TELEPHONE Area Code + Number (218) 326-7600	DESCRIBE YOUR WORK IN THIS JOB: Performs difficult technical and advanced human support work supervising and performing fire suppression, emergency aid, hazardous materials and fire prevention duties, and related work as apparent or assigned. Work is performed under the general direction of the Fire Chief.			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Other				
REASON FOR LEAVING: Current				

EMPLOYER City of Grand Rapids	DATES EMPLOYED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">FROM</td> <td style="width: 50%; text-align: center;">TO</td> </tr> </table>	FROM	TO	JOB TITLE: Reference Librarian
FROM	TO			
ADDRESS 420 N. Pokegama Ave	07/08	02/19		
CITY, STATE, ZIP Grand Rapids, MN 55744	NAME OF LAST SUPERVISOR: Marcia Anderson			
TELEPHONE Area Code + Number (218) 326-7600	DESCRIBE YOUR WORK IN THIS JOB: Performs intermediate professional and administrative work providing reference service, technology assistance, passport acceptance, and related work as apparent or assigned. Work is performed under the general direction of the Director of Library Services.			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other				
REASON FOR LEAVING: Promoted to Library Director				

PREVIOUS EMPLOYMENT INFORMATION CONTINUED

List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary.

EMPLOYER City of Grand Rapids	DATES EMPLOYED		JOB TITLE: Firefighter
	FROM	TO	
ADDRESS 420 N. Pokegama Ave	06/14	12/24	NAME OF LAST SUPERVISOR: Travis Cole
CITY, STATE, ZIP Grand Rapids, MN 55744	DESCRIBE YOUR WORK IN THIS JOB: Performs intermediate protective service work in fire suppression, rescue extrication, emergency aid, hazardous materials and fire prevention, and related work as apparent or assigned. Work is performed under the general direction of the Fire Chief, 1st Assistant Fire Chief and 2nd Assistant Fire Chief.		
TELEPHONE Area Code + Number 218-320-1000			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Other			
REASON FOR LEAVING: Promoted to Safety Officer			

EMPLOYER	DATES EMPLOYED		JOB TITLE:
	FROM	TO	
ADDRESS			NAME OF LAST SUPERVISOR:
CITY, STATE, ZIP	DESCRIBE YOUR WORK IN THIS JOB:		
TELEPHONE Area Code + Number			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING:			

EMPLOYER	DATES EMPLOYED		JOB TITLE:
	FROM	TO	
ADDRESS			NAME OF LAST SUPERVISOR:
CITY, STATE, ZIP	DESCRIBE YOUR WORK IN THIS JOB:		
TELEPHONE Area Code + Number			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING:			

UNPAID EXPERIENCE

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may include, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

Treasurer, Grand Rapids Fire Relief Association - I was a key part of a multi-year effort to transition firefighter retirement funds to the State of Minnesota. This created a win-win situation for the city and firefighters.

MILITARY EXPERIENCE

Describe your duties:

If you answered "yes," you must complete the enclosed application for Veterans' Preference Points, and submit the application and required documentation to the City of Grand Rapids by the application deadline of the position for which you are applying.

AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I understand that submission of an application does not guarantee employment. I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Grand Rapids is "at will," and that employment may be terminated by either the City of Grand Rapids or me at any time, with or without notice. I understand that none of the documents, policies, procedures, actions, statements of the City of Grand Rapids or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Grand Rapids. In consideration for employment, if employed, I agree to conform to the rules, regulations, policies, and procedures of the City of Grand Rapids at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with the City of Grand Rapids, I may be required to submit to a pre-employment medical and psychological examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already offered.

With my signature below, I am providing the City of Grand Rapids authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Grand Rapids in writing of any changes to information reported in this application for employment.

Signature

Date

Name and number of person completing this form if other than applicant: _____