



## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 7/26/2021

**AGENDA ITEM:** Consider amending job description and reclassify Community Development Specialist to Zoning Administrator.

**PREPARED BY:** Lynn DeGrio

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### BACKGROUND:

The job description for Community Development Specialist was last reviewed on June 25, 2012. Since that time, there have been changes in the duties of that position.

Director of Community Development Rob Mattei has reviewed the current job description and is making the following recommended changes:

1. Change the job title from “Community Development Specialist” to *Zoning Administrator*.
2. Add to: “Prepares a variety of studies, reports and related information for decision-making purposes” with *and presents that information to the Planning Commission and City Council*.
3. Change: “Prepares agendas for Economic Development Authority meetings.” To *Attends regular and special EDA meetings*.

An internal market study comparing the City of Grand Rapids with Bemidji and Cloquet has also been conducted. It has been determined that this position should be in Grade 11 instead of Grade 9. The annual salary difference between the two grades is \$9,802. We are recommending a two-step adjustment, which would be a salary increase of \$4,901.00 effective 7/25/2021 and a second salary increase of \$4,901.00 effective 1/1/2022.

### REQUESTED COUNCIL ACTION:

Make a motion to amend the job description for Community Development Specialist to Zoning Administrator along with the changes noted and increase Eric Trast’s annual salary by \$4,901.00 effective July 25, 2021 and by \$4,901.00 effective January 1, 2022.