



## POSITION DESCRIPTION

<b>Position Title</b> City Clerk/Zoning Administrator	<b>Position Status</b> Regular Full-Time, Non-Union
<b>Department / Accountable To</b> City Administrator	<b>Revision Date</b> June 16, 2026

### POSITION SUMMARY

The City Clerk/Zoning Administrator retains all duties statutorily assigned to the role of a City Clerk; acts as the City’s official record keeper; issues various regulatory and business licenses and permits; administers the City’s Zoning Code, engaging planning and legal technical assistance as needed; coordinates city-wide communications; serves as the chief election official for the administration and implementation of elections; provides support to the City Administrator and City Council; and assures quality customer service is provided to Long Lake’s residents and business community by City staff and consultants.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the City Clerk/Zoning Administrator. The City Clerk/Zoning Administrator may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Attends all City Council meetings. Prepares and oversees preparation of City Council agendas, staff reports, related correspondence, resolutions and ordinances. Assembles and distributes City Council packets in a timely manner, and posts/publishes meeting materials in compliance with Open Meeting Law. Edits City Council meeting minutes for final adoption. Prepares official documents for signature and/or recording, and executes official forms and documents on behalf of the City when needed. Maintains permanent City Council meeting records.
2. Attends all Planning Commission, Park Board, and Economic Development Authority meetings as scheduled. Prepares and oversees preparation of agendas, staff reports, related correspondence, resolutions and ordinances. Assembles and distributes meeting packets in a timely manner; posts/publishes meeting materials in compliance with Open Meeting Law; edits meeting minutes for adoption; and maintains permanent meeting records. Solicits volunteers for Commission and advisory board position openings.
3. Publishes and mails notifications of public hearing notices.
4. Provides certified copies of resolutions and meeting minutes as necessary; and records City documents with the Hennepin County Recorder’s Office. Maintains the City’s official seal and serves as a Notary Public for the City.
5. Acts as the City’s chief election official for the administration and implementation of all federal, state and local elections. Recruits and trains election judges; orders, prepares and organizes election supplies and forms; if delegated by Hennepin County, administers absentee and early voting in compliance with statutory requirements; tests/monitors the functionality of all election equipment; prepares the City’s polling place for early voting and election days; implements candidate filing for municipal offices and maintains campaign finance report files; and coordinates the canvassing of municipal election results for certification to Hennepin County.

6. Processes a variety of permits/licenses including liquor licenses, tobacco licenses, refuse hauler licenses, park use permits, special event permits, sign permits, accessory structure permits, and other permit types upon request. Reviews permit/license fees annually and prepares recommendations on fee adjustments.
7. Coordinates issuance of building, plumbing, and mechanical/HVAC permit with the City's contracted Building Official. Responds to contractor and property owner inquiries or refers them to the Building Official. Maintains the City's e-permitting portal, online permit forms, permit data and fee schedules. Prepares and submits monthly or quarterly Building Permit Surcharge Reports and SAC Reports, and the annual Municipal Fee and Expense Report.
8. Provides the Hennepin County Assessor with required monthly building, plumbing, and mechanical/HVAC permit activity reports. Assures communications related to annual Open Book meeting opportunities for property owner valuation appeals are published in a timely manner. Responds to resident/property owner general inquiries regarding the valuation and taxation process, and refers questions to the appropriate Hennepin County contact as needed.
9. Responds to planning and zoning related inquiries from applicants, developers, contractors, realtors, and the general public. Reviews and responds to zoning enforcement requests and concerns. Keeps the City Administrator informed of all planning related activity in the City. Engages the City's planning and legal consultants for technical assistance as appropriate and when inquiries rise to the level of application status.
10. Prepares and maintains planning / land use application project files.
11. Acts as the City's code enforcement officer, conducts site inspections, and engages the assistance of the City's Police Department, planning consultant, and City Attorney when warranted to facilitate compliance.
12. Maintains awareness of adopted legislation, County ordinances, or general City operating policy changes warranting revisions to City and Zoning Code sections. Works collaboratively with the City's technical consultants to prepare code updates as applicable.
13. Implements the City's curbside recycling and organics collection programs. Completes annual ReTRAC reporting for Hennepin County SCORE grant eligibility. Renegotiates recycling and organics program contracts or prepares Requests for Proposals as applicable and reviews rate structures.
14. Maintains the City's communications and messaging through the City's website and social media platform(s) to engage, advise, and educate the public. Creates content independently and using available technology resources. Assists department heads by preparing media communications and messaging both in partnership with them or upon request.
15. Responds to IT issues and resolves when possible, engages IT services as needed for technology repairs and upgrades. Evaluates efficacy of software applications and webforms used on an ongoing basis. Administers the City's Google Workspace accounts.
16. Provides support to the City Administrator in the area of human resources with regard to employee recruitment, personnel policy development and administration, performance management, understanding labor-management relations, and compliance with employment and leave law.

17. Assists the Public Works Director in completing year-end water and well usage related reports.
18. Supervises City Hall front desk administrative support staff to assure the front desk continues to meet customer service expectations and standards. Oversees front desk maintenance of the City's property files.
19. Processes ACH and cash deposits for utility and fund accounting payments received. To assure segregation of duties is observed, deposits are logged and entered into the City's financial software by other personnel.
20. At the direction of the City Council or City Administrator, coordinates meetings and represents the City with any other governmental agencies and associations upon request. May be expected to represent the City at official or semi-official functions and at City community events.
21. Assists with the overall administrative functions of the City and performs a variety of complex duties to support the City Council, City Administrator, and Public Works Director. Completes special projects as directed by the City Council or assigned by the City Administrator.
22. Performs other duties as assigned or apparent.

#### **MINIMUM QUALIFICATION REQUIREMENTS**

- Bachelor's degree in Public Administration, Business Administration, Communications or related field and at least 2 years of responsible experience in municipal government; or alternatively, a high school diploma, certification as a Minnesota Certified Municipal Clerk, and at least 5 years of progressively responsible experience in municipal government.
- Knowledge of and experience with City government structure and organization.
- Knowledge of web content management systems (experience with CivicPlus preferred) and social media platforms.
- Proficient in the use of Microsoft Office software and familiarity with the Google Workspace suite.
- Must possess a valid driver's license and the ability to drive legally and safely.
- Must be able to work evenings or weekends when necessary, and to be reasonably available to respond in emergency situations as needed.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### *Knowledge of:*

- The functions, organization, administrative practices, and operations of municipal government.
- State and Federal rules and regulations relating to municipal government.
- Human resources, payroll, benefits, and personnel best practices.
- Planning and zoning administration.

##### *Skill in:*

- Oral and written communication.
- Prioritizing work activities.
- Organization and time management.
- Public relations and office management.
- Observation and decision-making.
- Resourcefulness in problem solving, critical thinking, and research activities.

- Computer and mobile device use, Microsoft Office applications, web content management systems, social media platforms, copier/scanner equipment, and office phones.

*Ability to:*

- Communicate clearly, effectively, and tactfully, both orally and in writing, including making formal presentations.
- Use independent judgment and discretion in making position-related decisions while remaining mindful of the City's goals, objectives, and best practices.
- Make arithmetic computations using whole numbers, fractions and decimals.
- Research and analyze complex or technical information, utilize resources, develop alternatives, and prepare and present reports. Ability to assemble, organize, and present factual information derived from a variety of sources in both written and oral form.
- Promote and develop positive community relations and effective working relationships with City staff, elected/appointed public officials, other governmental agencies, business owners or representatives, and the general public.
- Maintain confidentiality when applicable; read, interpret, understand and enforce laws, rules, regulations, policies and procedures.
- Analyze, interpret and enforce City Code and policies affecting administrative operations in a municipality.
- Develop City Code, ordinances and policies.
- Respond to questions and concerns, de-escalate conflict, and determine appropriate action to resolve a wide variety of municipal issues.
- Objectively and tactfully address sensitive or controversial issues.
- Develop goals and objectives, and ensure accountability in City functions.
- Adhere to practices and procedures that foster a safe environment for employees.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be considered to enable individuals with disabilities to perform the duties of the position.*

While performing the duties of City Clerk/Zoning Administrator, the employee is required to talk, hear, sit, stand, and walk; use hands to handle or operate objects, devices, tools, or controls; and reach with hands and arms. It may occasionally be necessary for the employee to stoop, kneel, crouch, or crawl.

The employee must have a working ability to sit or stand for long periods of time and to use fine motor skills for writing, computer, and mobile device use. Required vision abilities include close vision, distance vision, and peripheral vision.

The employee must occasionally lift and/or move up to 30 pounds.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee regularly works indoors in an office setting with moderate noise levels.

**EXAMPLES OF PERFORMANCE CRITERIA**

- Establishes effective working relationships with others.
- City employees perform at a high level of productivity in day-to-day operations, and in carrying out the policies and direction of the Council. This position productively assists in the day-to-day operations of the City and in the administration of City business.
- Improves efficiency of assigned duties.
- Consistently maintains clear and effective communication throughout the City organization.
- Continually displays skill in oral and written communication, including during presentations.
- Maintains a positive and solid reputation for service with the City's residents and business owners.

**SELECTION GUIDELINES**

Review of completed City Employment Application and resume; review of education and experience; one or more oral interview(s); an in-person communication skills review; and a successful background check determine final candidate selection.

The examples of duties included in this position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the City (employer) and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.