

STAFF REPORT



SUBJECT: Discussion of the City Planner Position

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director

BACKGROUND:

During the 2020-21 budget process, City Council funded a City Planner position effective October 1, 2020. Recruiting efforts were initiated and funding was subsequently authorized to secure third party recruitment services. The labor market proved challenging and recruitment efforts provided very few candidates. The position was filled in December, 2021; however, the incumbent resigned in March, 2022.

The explosive interest by developers to do business in the City of Stephenville has placed time sensitive demands on many departments, including Development Services. Most projects require immediate and ongoing attention until completion. Although a City Planner position is of utmost importance in regards to the long-term development of our city, current workloads have made the need for administrative assistance the immediate priority. Staff is requesting consideration of redirecting recruitment efforts for the City Planner.

Options to consider include, but, are not limited to:

1. Continue recruitment efforts for the City Planner position as originally intended.
2. Reclassify the position with less restrictive, minimum qualifications.

Staff respectfully recommends Option 2.