



ORGANIZATIONAL ANALYSIS

A FIVE YEAR PLAN TO HELP US CARE WELL FOR OUR
ORGANIZATION AND COMMUNITY

2026

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Burnsville





INTRODUCTION

This organizational analysis is a five-year strategic plan that guides our organizational decision making to care well for the people who do the same for our community.

Updated annually, the organizational analysis is a new plan every year designed to inform our budget, and includes three elements:

Staffing

A plan to ensure we have the right people in the right positions to serve the community.

Compensation

A strategy to ensure the returns for work attract, motivate and retain people.

Service

An inventory overview of the service we provide to the community.

STAFFING

This staffing plan aligns people with our strategic priorities. It helps us plan for the future and inform annual budget decisions. The leadership team creates an updated organizational analysis staffing plan each year through the following steps:

Plan: Department strategic plans or studies identify position needs for the next five years

Review: Data and analysis support position needs to inform implementation

Decide: Positions identified for the next year are assessed through the budget process

Plan

The organizational analysis is a living staffing plan. Departments identify future goals and the resources necessary to meet community needs. Planning results in department requests for positions annually.

Department Strategic Plans: A three-year strategy to ensure clarity and alignment between our work and our strategic priorities.

Review

Department studies identify data to inform staffing needs and organizational structure. The leadership team focuses on effective use of resources as we plan for future staffing and structure through the organizational analysis. Departments inform the organizational analysis through staffing and operational studies focused on:

Community Needs: Reflecting what our community needs and the expectations of the City Council

Organizational Effectiveness: Using resources wisely, streamlining people, operations and process

Market Conditions: Assessing our staffing strategy among our market cities

All organizational analysis positions are included as placeholders, subject to change, based on community and organizational priorities, operational studies and funding alternatives. No positions that require study will be considered in the next immediate year.

Decide

Every year, positions will inform the City Manager's budget recommendation to the City Council for consideration and direction. During the budget process, departments formally request positions for the following year:

May: Leaders start department budget presentations to the City Council.

July: City Manager reviews requests to identify positions to include in budget recommendation.

December: City Council adopts final budget and tax levy.

To align with the purpose of the plan, our team presents the organizational analysis in January to kick-off our annual budget process.

The following framework includes potential additional employees added from 2026 – 2030 per department. For every new full-time equivalent identified in the organizational analysis, positions will be identified and differentiated based on their status:

- **Future Study:** Department requests that require data to inform implementation
- **Future Funding:** Positions for implementation by a study that require funding alternatives and discussion with the City Council

Department	2025	2026	2027	2028	2029	2030
City Clerk	0.0	0.0	0.0	0.0	0.0	0.0
Community Development	1.0	2.0	0.0	0.0	0.0	0.0
Communications and Community Engagement	0.0	1.0	1.0	0.0	0.0	0.0
Finance	2.0	0.0	1.0	0.0	0.0	0.0
Fire	9.0*	4.0	7.0	4.0	4.0	3.0
Human Resources	0.0	0.0	0.0	1.0	0.0	0.0
Information Technology	0.0	0.0	1.0	1.0	0.0	0.0
Parks, Recreation and Facilities	0.0	0.0	1.0	0.0	0.0	0.0
Police	3.0	0.0	1.0	2.0	3.0	1.0
Public Works	1.0	0.0	2.0	0.0	0.0	0.0
Strategic Initiatives	1.0	1.0	0.0	0.0	0.0	0.0
Total	17.0	8.0	15.0	7.0	7.0	4.0



CITY CLERK'S OFFICE

HOW WE SERVE

- Developing and maintaining reports, minutes and other data and reporting to the City Council and community
- Managing City Council meetings and developing agendas, backgrounds and reports
- Administering and responding to data practices requests
- Administering elections, election judges and absentee/early voting
- Administering business license applications and processes
- Overseeing the City's Code Review Task Force

**SEE DETAILED SERVICE
INVENTORY ON PAGE 34**



HOW DO FUTURE POSITIONS HELP US BETTER MEET COMMUNITY NEEDS?

Future position requests will be considered based on the needs of the community and the following objectives:

- High Quality Election/Voter Education and Services
- Customer-Focused Business Licensing and Renewals
- Administrative Support of the Mayor, City Council, Public Meetings, Records Retention and Data Practices



WHAT WE WANT TO ACCOMPLISH - OUR THREE MOST IMPORTANT THINGS

- 1 Successful Execution of Elections
- 2 Improvements to Business Licensing
- 3 Focus on Retention, Access and Efficient Storage of Information

PROPOSED FTEs

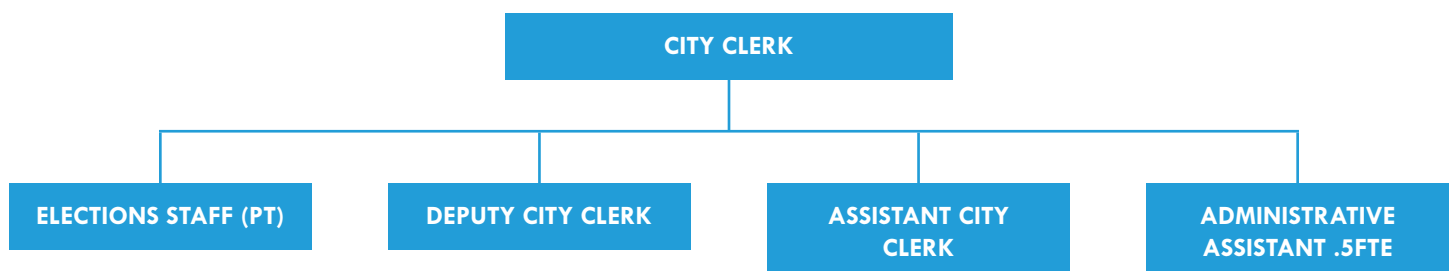
3.5

CURRENT
FTEs

+0

PROPOSED
ADDITIONAL FTEs

CURRENT DEPARTMENT STRUCTURE



COMMUNICATIONS & COMMUNITY ENGAGEMENT

HOW WE SERVE

- Connecting with the community in intentional ways around projects that are meaningful to them
- Utilizing multi-channel levels of communications and engagement
- Reaching diverse audiences as well as the community as a whole
- Communicating and engaging in a variety of ways to allow everyone to connect in ways that are comfortable and meaningful to them
- Telling the City's stories through video, print, digital, etc.
- Making connections and forming relationships in the City and community
- Keeping residents, businesses and visitors connected to what's happening in City government and around the community
- Planning and implementing events and engagement opportunities
- Creating excellent customer service experiences for everyone who calls or visits City Hall
- Championing and training staff on best practices for community engagement
- Ensuring City messages are effective and trusted by the community
- Managing two-way communication methods between the City and community to ensure the City is listening and responding to community needs

**SEE DETAILED SERVICE
INVENTORY ON PAGE 42**

PROPOSED FTEs

11

**CURRENT
FTEs**

+2

**PROPOSED FTEs 2025
AND BEYOND**

2026

- Communications Specialist (1)

2027

- Graphic Designer (1)

**Proposed Communications & Community Engagement staffing will be further informed by a future department staffing assessment.*

HOW DO FUTURE POSITIONS HELP US BETTER MEET COMMUNITY NEEDS?

Future position requests will be considered based on the needs of the community and the following objectives:

- Timely Communication - Meeting Expectations on Information Delivery
- Evolving Technology - Choosing the Right Tools to Reach the Right People in the Right Moment
- Changing Demographics - Customizing Strategies for a Variety of Ages, Languages, Abilities, etc.

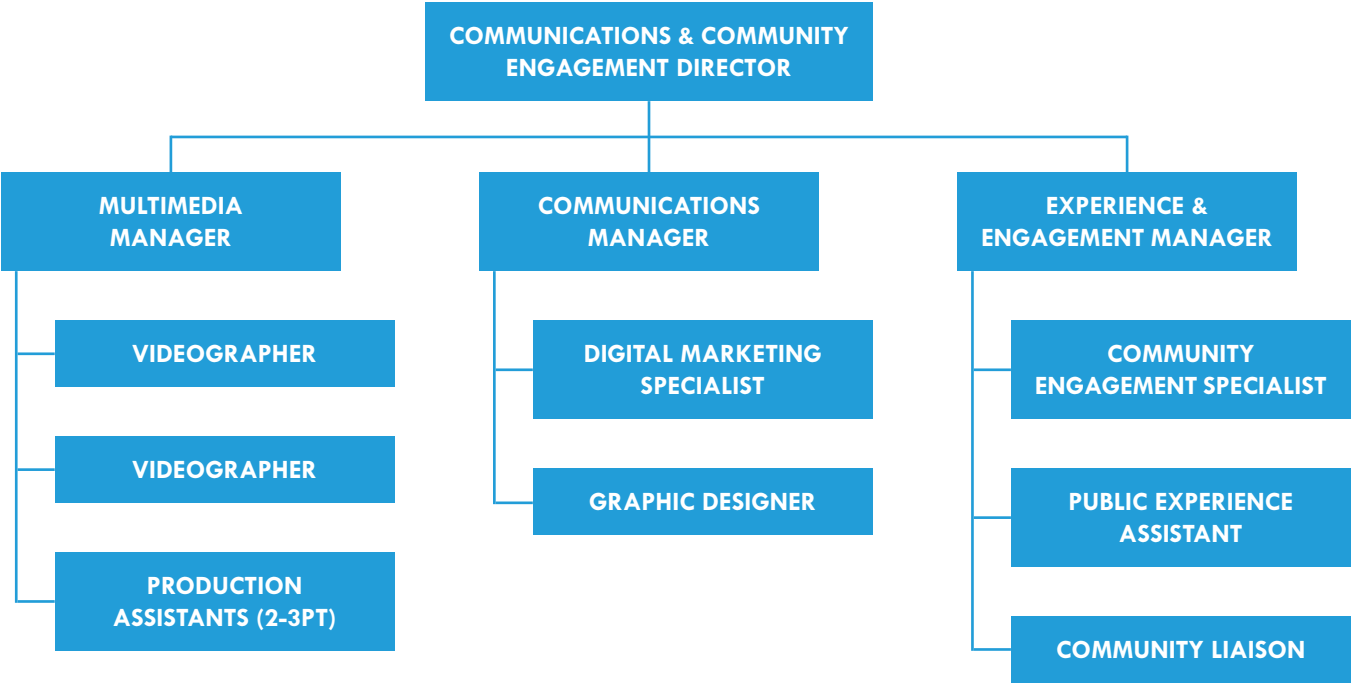




**WHAT WE WANT TO ACCOMPLISH -
OUR THREE MOST IMPORTANT THINGS**

- 1** Increase Engagement Efforts Across the Community
- 2** Provide Consistent, Frequent and Relevant Outreach to Build Trust in the City
- 3** Improve Efficiencies and Workflows Through Innovative Uses of Technology

CURRENT DEPARTMENT STRUCTURE



COMMUNITY DEVELOPMENT

HOW WE SERVE

- Developing and implementing the City's Comprehensive Plan
- Developing and administering zoning ordinances
- Facilitating development and redevelopment
- Facilitating public/private partnerships, grants, loans and public financing
- Reviewing and analyzing development and construction plans
- Conducting State building code inspections
- Administering licenses and permits to protect health, safety and welfare
- Conducting rental inspections to ensure safe and healthy living conditions
- Consulting on development, tenant improvements, code compliance and licensing
- Providing resident services and resources to support vibrant neighborhoods
- Building relationships and supporting the business community
- Supporting the Planning and Economic Development Commissions

SEE DETAILED SERVICE INVENTORY ON PAGE 62

PROPOSED FTEs

21

CURRENT FTEs

+3

PROPOSED FTEs 2025 AND BEYOND

2025

- Assistant Building Official (1)

2026

- Housing Specialist (1)
- Economic Development Specialist (1)

HOW DO FUTURE POSITIONS HELP US BETTER MEET COMMUNITY NEEDS?

Future position request will be considered based on the needs of the community and the following objectives:

- Ensure Responsive and Timely Services to the Community
- Provide Leadership and Support for Implementation of the Economic Development Outcomes
- Provide Leadership and Support for Implementation of the Housing Investment Outcomes

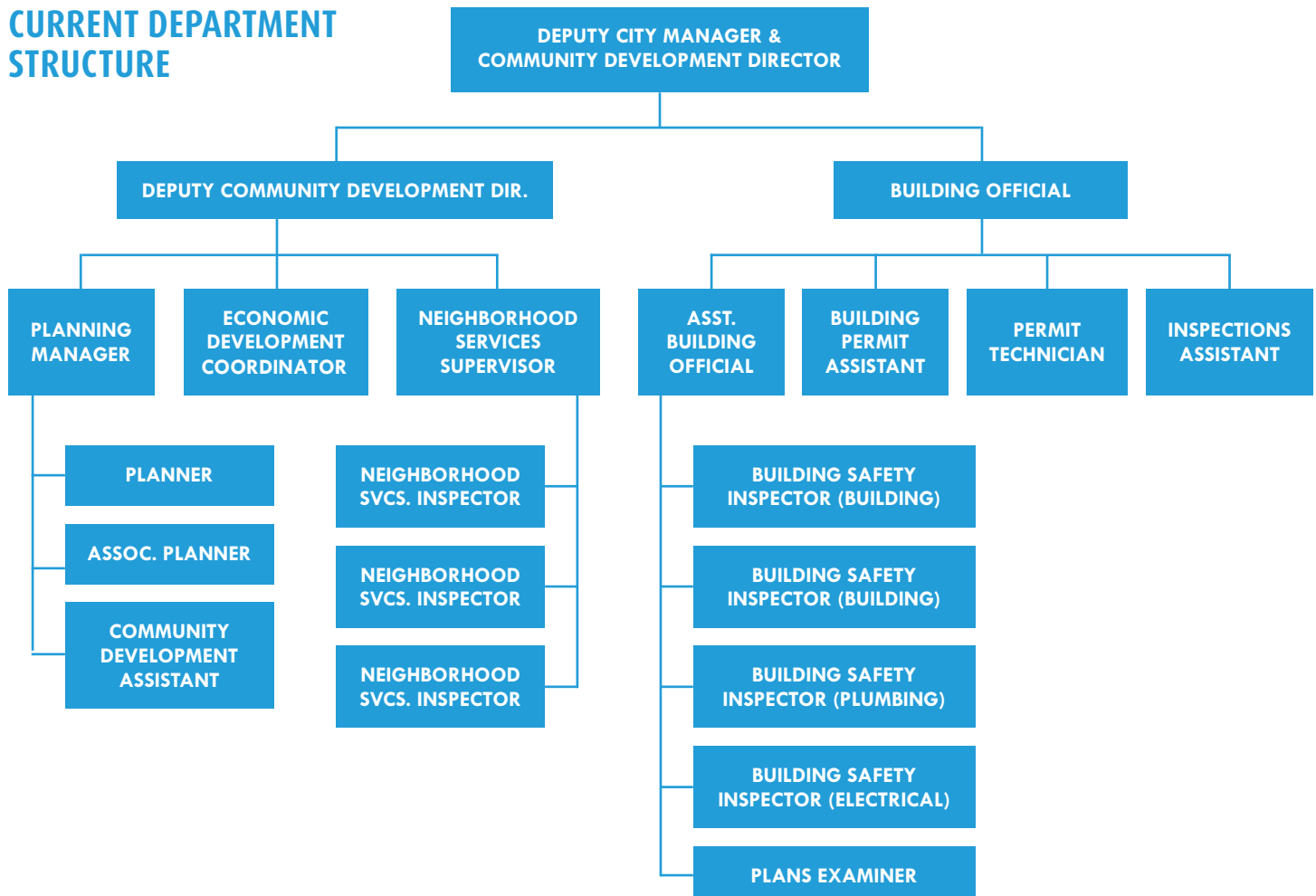




WHAT WE WANT TO ACCOMPLISH - OUR THREE MOST IMPORTANT THINGS

- 1** Support Economic Development in Burnsville
- 2** Support Investments in Housing
- 3** Focus on Our Services to the Community

CURRENT DEPARTMENT STRUCTURE



FINANCE

HOW WE SERVE

- Providing stewardship of the City's financial resources to serve the community today and in the future
- Undertaking detailed accounting and auditing of City funds
- Providing multiple-year financial planning and budgeting of revenues and expenditures
- Conducting maintenance of financial records and reporting in alignment with requirements
- Providing support for grant accounting and reporting
- Overseeing debt management and capital financing
- Providing financial advice and support to other City departments

**SEE DETAILED SERVICE
INVENTORY ON PAGE 116**

PROPOSED FTEs

11

**CURRENT
FTEs**

+3

**PROPOSED FTEs 2025
AND BEYOND**

2025

- Division Coordinator (1)
- Grants Coordinator (1)

2027

- Financial Analyst (1)

HOW DO FUTURE POSITIONS HELP US BETTER MEET COMMUNITY NEEDS?

Future position requests will be developed based on the needs of the community and the following objectives:

- High-Quality Budget Oversight, Monitoring and Financial Performance Analysis
- Develop, Coordinate and Manage Increasing Grant Applications and Reporting
- Sustainable Stewardship of Public Funds

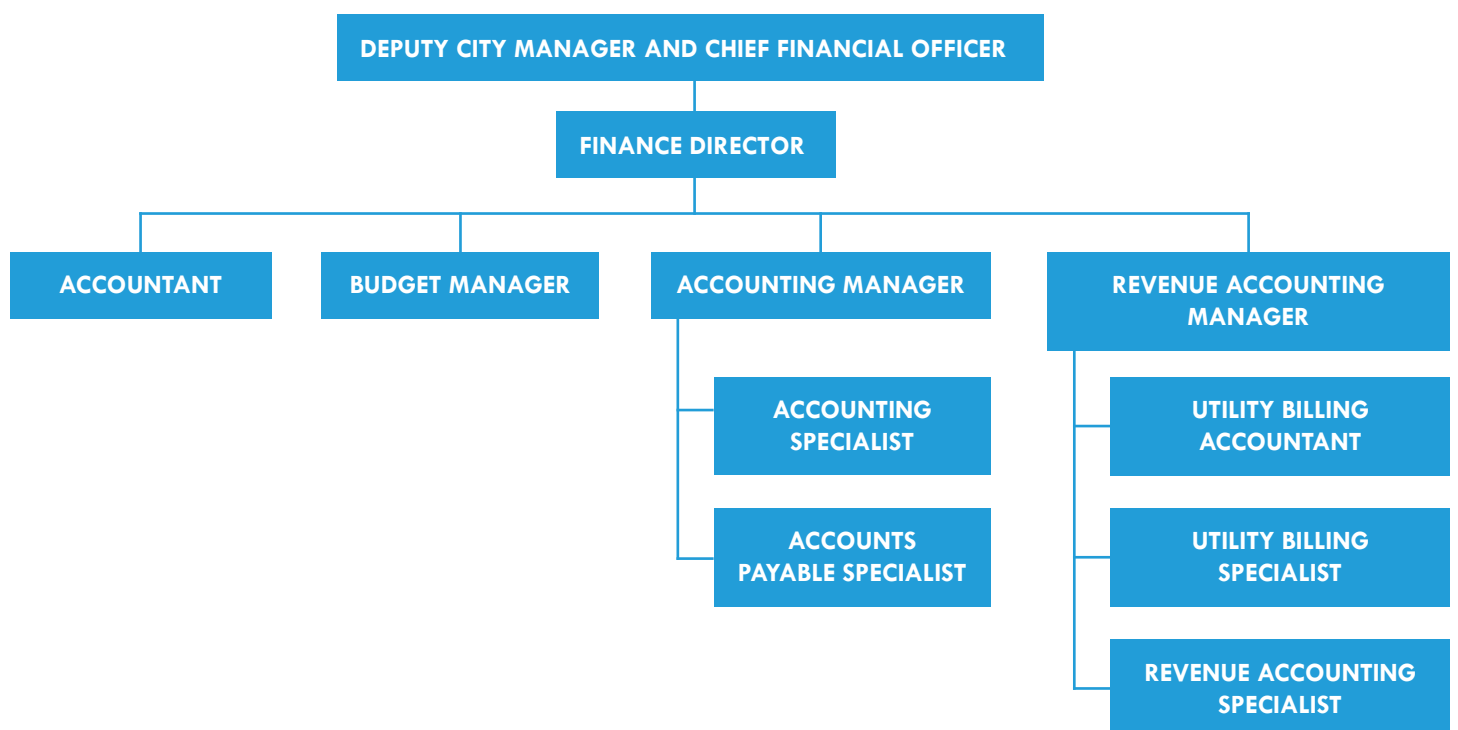




WHAT WE WANT TO ACCOMPLISH - OUR THREE MOST IMPORTANT THINGS

- 1** Continue to Enhance the Budget and CIP Process
- 2** Maintain and Implement Practices to Promote Financial Sustainability
- 3** Enhance Our Service to the Organization and Community by Using Our Strengths

CURRENT DEPARTMENT STRUCTURE



FIRE

HOW WE SERVE

- Providing efficient, effective and high-quality fire, medical, rescue and prevention services to the community
- Helping reduce risk through prevention and response
- Conducting fire code inspections and reviewing building plans
- Providing youth and adult fire safety and prevention presentations, CPR and AED training, and contractor/building-owner education
- Continuum of tools to reduce risk and increase safety for residents
- Ensure compliance with State and Federal fire and emergency regulations

PROPOSED FTEs

52

CURRENT
FTEs

+31

PROPOSED FTEs 2025
AND BEYOND

2025

- Battalion Chief (3)
- Firefighter/Paramedic (6)

2026

- Firefighter/Paramedic (3) - *Future Funding*
- Community Risk Reduction Medic - *Future Funding*

2027

- Firefighter/Paramedic (7) - *Future Funding*

2028

- Firefighter Captain (4) - *Future Funding*

2029

- Firefighter/Paramedic (4) - *Future Funding*

2030

- Firefighter/Paramedic (3) - *Future Funding*

**Proposed Fire Department staffing will be further informed by the "Standard of Cover," which will be updated again in 2025.*

HOW DO FUTURE POSITIONS HELP US BETTER MEET COMMUNITY NEEDS?

Future positions will be developed based on the needs of the community and the following objectives:

- Ensure Essential Personnel for Community Fire, Medical and Emergency Response
- Maintain Innovative Mental Health Care Solutions
- Community Public Health and Fire Risk Reduction

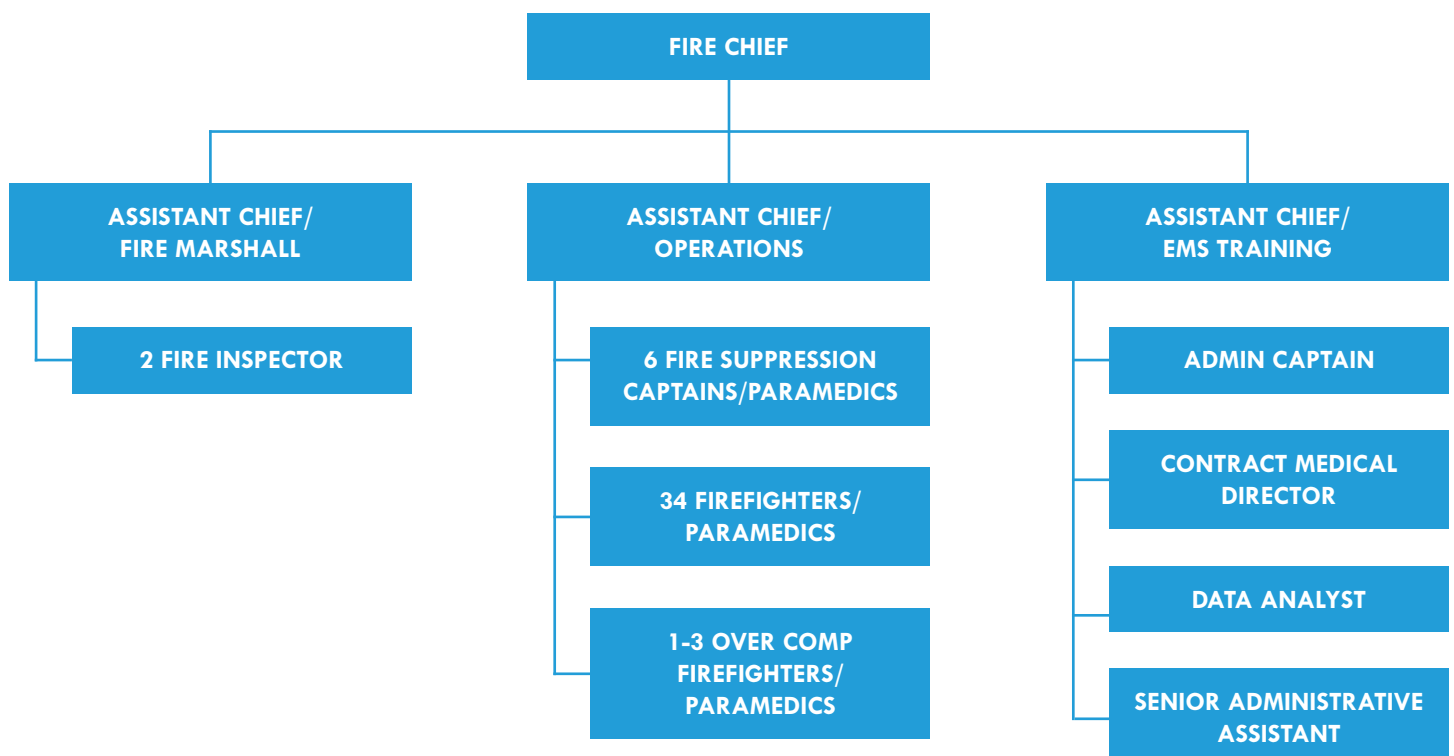




WHAT WE WANT TO ACCOMPLISH - OUR THREE MOST IMPORTANT THINGS

- 1 Improve Multifaceted Community Risk Reduction
- 2 Enhance On-Shift Staffing, Continuous Improvement of Operations, and Firefighter Wellness Practices
- 3 Drive Mental Health Care System Innovation

CURRENT DEPARTMENT STRUCTURE



HUMAN RESOURCES

HOW WE SERVE

- Ensuring our people get paid and have affordable insurance options to care for themselves and their families
- Providing our people with access to resources they need
- Taking care of our people during times of injury, illness or other events that require time away from work
- Providing expectations of work through job descriptions, coaching and performance management
- Providing a positive employment experience through employee-friendly policies and procedures that recognize we are human and allow for flexibility and work-life balance
- Promoting employee wellbeing and maintaining safe working environments for our teams through various committees and programs
- Celebrating and supporting our teams and individuals through employee events, promotions, retirements, etc.
- Helping recruit, onboard and offboard team members

**SEE DETAILED SERVICE
INVENTORY ON PAGE 148**

PROPOSED FTEs

5

**CURRENT
FTEs**

+1

**PROPOSED FTE 2025
AND BEYOND**

2028

- Human Resource Partner (1) - *Future Study*

HOW DO FUTURE POSITIONS HELP US BETTER MEET COMMUNITY NEEDS?

Future position requests will be considered based on the needs of the community and the following objectives:

- Recruit and Onboard High-Quality Candidates
- Implement, Monitor and Evaluate Employee Pay, Benefits and Employee-Friendly Employment Policies
- Care Well for Employees So They Can Do the Same for the Community



WHAT WE WANT TO ACCOMPLISH - OUR THREE MOST IMPORTANT THINGS

- 1 Implement and Document Best Practices
- 2 Invest in Health and Wellbeing of Staff
- 3 Provided Employee-Centered Service

CURRENT DEPARTMENT STRUCTURE



INFORMATION TECHNOLOGY

HOW WE SERVE

- Providing service desk support and IT operations services for all staff and partner organizations
- Delivering application management, licensing, support, hosting and integration services
- Managing GIS strategic initiatives, planning and coordination
- Planning for infrastructure, implementation, asset management and support
- Providing systems resilience, redundancy and disaster recovery
- Protecting systems through risk management and security of systems, facilities and other assets
- Leading procurement of systems, technologies and portfolio management
- Consulting on standards, policies and procedures for systems and services
- Managing leasing of telecommunications assets, including fiber, towers, monopoles and facilities

**SEE DETAILED SERVICE
INVENTORY ON PAGE 164**

PROPOSED FTEs

11

**CURRENT
FTEs**

+2

**PROPOSED
ADDITIONAL FTEs**

2027

- IT Engineer (1) - *Future Study*

2028

- Collaboration Specialist (1) - *Future Study*

**Proposed Information Technology staffing will be further informed by the "IT Maturity Assessment," which is updated regularly.*

HOW DO FUTURE POSITIONS HELP US BETTER MEET COMMUNITY NEEDS?

Future position requests will be considered based on the needs of the community and the following objectives:

- Keep Current with Ever-changing Technology and Growing Number of Systems and Assets
- Best-in-Class Digital and Online Security Protocols and Assessments
- Maintenance and Support for Department-Specific Digital Platforms

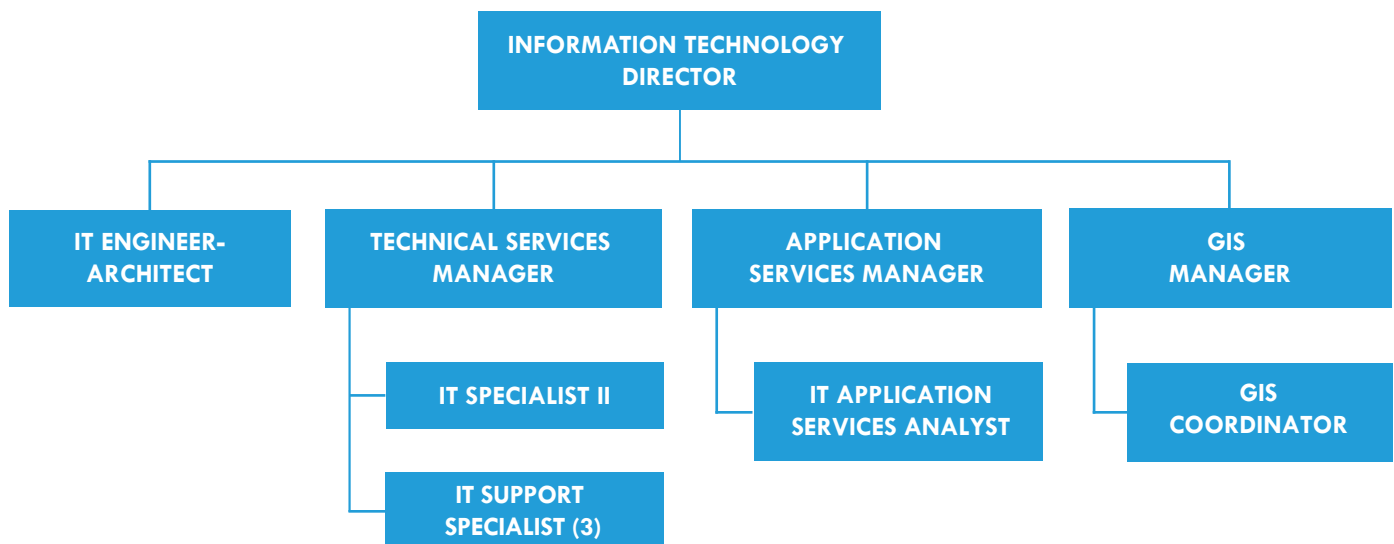




WHAT WE WANT TO ACCOMPLISH - OUR THREE MOST IMPORTANT THINGS

- 1 Invest In, Operate and Maintain Technology
- 2 Optimize Services and Operational Maturity
- 3 Boost Employee Innovation and Resourcefulness

CURRENT DEPARTMENT STRUCTURE



POLICE

HOW WE SERVE

- Providing 24/7, 365 emergency response services grounded in mission, core values and procedural justice
- Providing specialty policing resources in patrol, investigations, school & community resources, behavioral health, domestic abuse response, emergency action group, negotiations/crisis management, field training, K-9, evidence team, traffic and use of force instruction
- Administering emergency management training, property evidence, records, data/audits, training and customer service/engagement related to policing
- Embracing a Community Oriented Policing philosophy, developing relationships with community members, building trust, and working together to solve crime and increase public safety

**SEE DETAILED SERVICE
INVENTORY ON PAGE 252**

PROPOSED FTEs

103

**CURRENT
FTEs**

+10

**PROPOSED FTEs 2025
AND BEYOND**

2025

- Police Officer (1)
- Behavioral Health Unit Officer (2)

2027

- Police Officer (1)

2028

- Police Officer (1)
- Police Sargeant (1)

2029

- Police Officer (3)

2030

- Police Officer (1) - *Future Study*

**Proposed Police staffing will be further informed by the "Police Staffing Assessment" completed in 2023 and updated every five years.*

HOW DO FUTURE POSITIONS HELP US BETTER MEET COMMUNITY NEEDS?

Future position requests will be considered based on the needs of the community and the following objectives:

- Ensure Essential 24/7 Public Safety Service
- High Quality Training and Development that Fosters Professional Growth and Adheres to Mission Values and Culture
- Ongoing Trust and Legitimacy with Community through Inclusivity and Collaboration

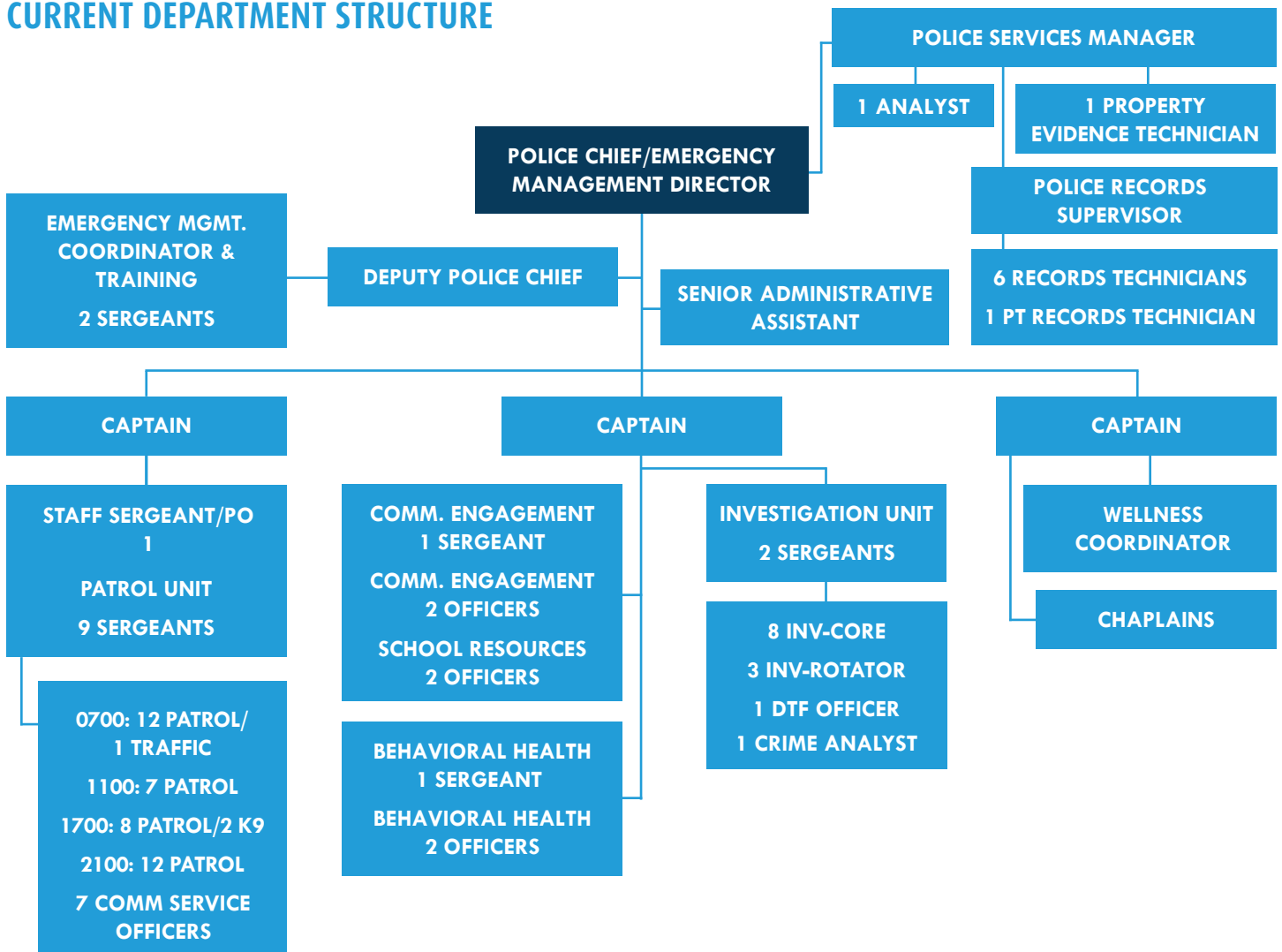




WHAT WE WANT TO ACCOMPLISH - OUR FOUR MOST IMPORTANT THINGS

- 1 Ensure the Safety of our Community and Our Officers
- 2 Drive Forward Our Mission, Values and Culture, and Align with City Strategic Priorities
- 3 Increase Health and Wellness Initiatives
- 4 Recruit and Retain Professional, Highly Trained and Engaged Staff

CURRENT DEPARTMENT STRUCTURE



PUBLIC WORKS & ENGINEERING

HOW WE SERVE

- Planning, engineering and replacement of City infrastructure
- Overseeing utility permitting, right-of-way management, special assessments, erosion control and GIS/asset management
- Repairing, purchasing, maintaining, fueling, licensing and insuring City fleet
- Managing natural resources, sustainability, forestry/landscaping, recycling, upland/wildlife, watershed district administration and surface water
- Maintaining City parks, field/turf irrigation, park reservations, garbage removal, mowing and landscaping
- Providing street drainage and pavement maintenance, sweeping, vegetation management, pond/lake drainage structures, streetlights and signs, snow removal and emergency response
- Overseeing drinking water systems and distribution, wastewater collection/routing, SCADA and monitoring, utility locates and service calls/meters

**SEE DETAILED SERVICE
INVENTORY ON PAGE 300**

PROPOSED FTEs

78

**CURRENT
FTEs**

+2

**PROPOSED FTEs 2025
AND BEYOND**

2025

- Water Treatment Plant Operator

2027

- Utilities Operator (1) - *Future Study*
- Fleet Maintenance (1) - *Future Study*

**Proposed Public Works & Engineering staffing will be further informed by a future department staffing assessment.*

HOW DO FUTURE POSITIONS HELP US BETTER MEET COMMUNITY NEEDS?

Future position requests will be considered based on the needs of the community and the following objectives:

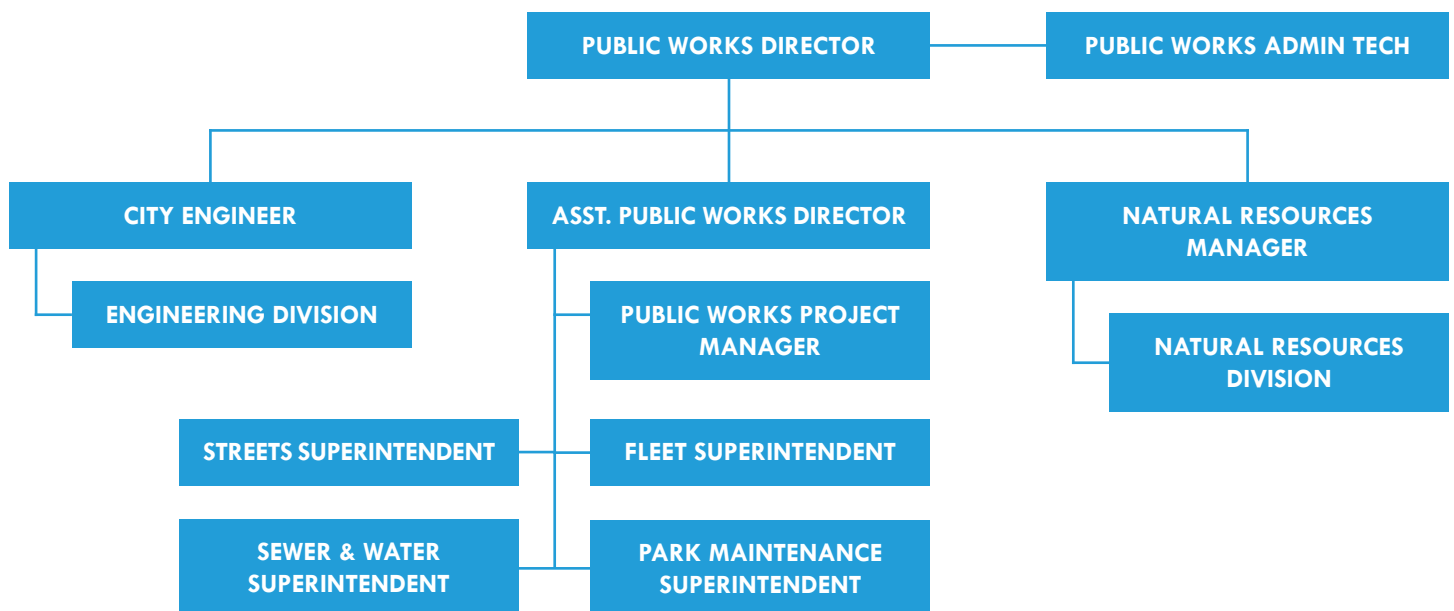
- Build and Maintain High-Quality Public Infrastructure for a Growing Community
- Ensure Safe, Healthy and Clean Drinking Water
- Ongoing Management of Natural Resources



WHAT WE WANT TO ACCOMPLISH - OUR THREE MOST IMPORTANT THINGS

- 1 Operate and Maintain Existing Infrastructure
- 2 Integrate Sustainability Practices Into City Operations and the Community, and Steward Natural Resources
- 3 Enhance Employee Engagement and Workplace Culture

CURRENT DEPARTMENT STRUCTURE



PARKS, RECREATION & FACILITIES

HOW WE SERVE

- Programming parks and open spaces
- Coordinating and hosting unique community events and programs
- Maintaining and overseeing City facilities
- Engaging and partnering with the community
- Promoting physical, emotional and social wellbeing among residents

**SEE DETAILED SERVICE
INVENTORY ON PAGE 214**

PROPOSED FTEs

20

**CURRENT
FTEs**

+1

**PROPOSED FTEs 2025
AND BEYOND**

2027

- Facilities Technician (1) - *Future Study*



HOW DO FUTURE POSITIONS HELP US BETTER MEET COMMUNITY NEEDS?

Future position requests will be considered based on the needs of the community and the following objectives:

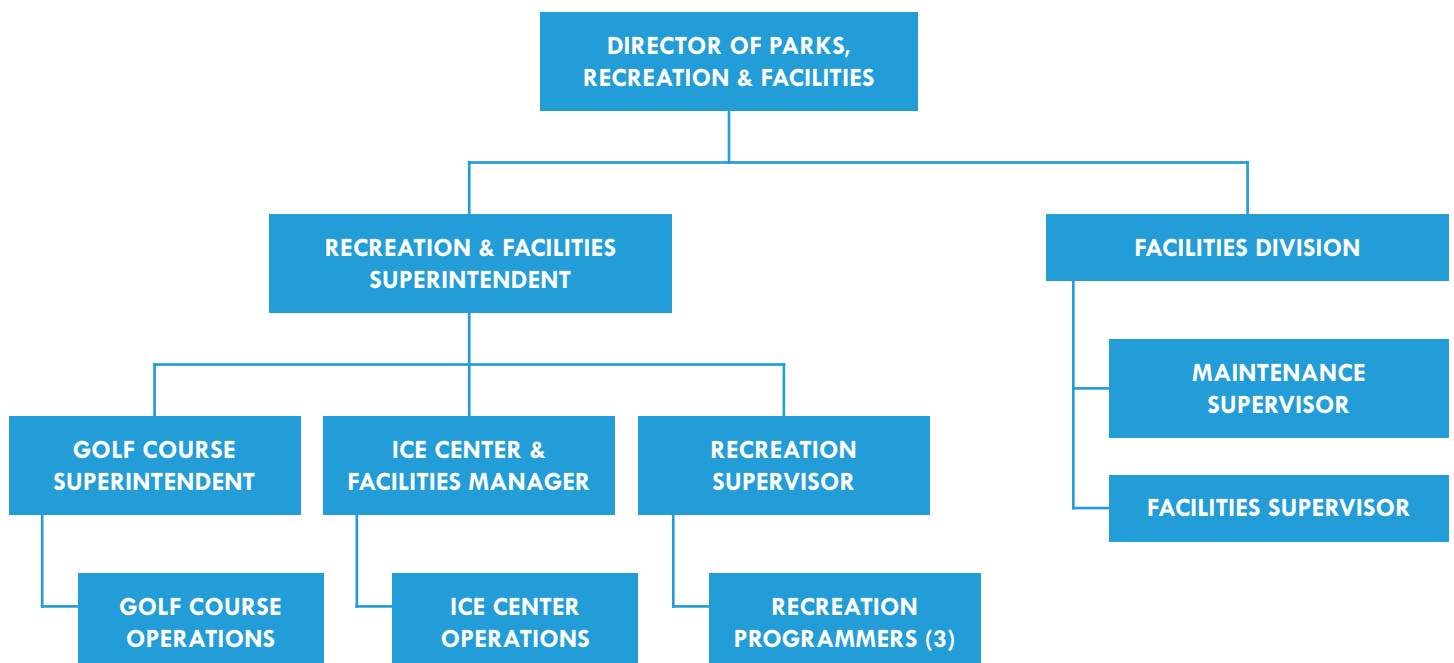
- High-Quality Parks and Park Amenities for the Entire Community
- Innovative and Active Recreation Programs for All Ages
- Welcoming and Maintained Public Buildings and Facilities



WHAT WE WANT TO ACCOMPLISH - OUR THREE MOST IMPORTANT THINGS

- 1** Provide Great Events, Programs and Activities that Meet the Needs of the Community
- 2** Provide Great Public Spaces and Facilities that Meet the Needs of the Community
- 3** Maintain Clean, Safe and Healthy Facilities with Minimal Impact on the Environment

CURRENT DEPARTMENT STRUCTURE



STRATEGIC INITIATIVES

HOW WE SERVE

- Elevating the performance of our managers to build stronger teams
- Enhancing our culture through engagement, strengths, values and employee development
- Managing strategic initiatives and projects to bring the City vision and strategic priorities to life
- Leading employee development opportunities through Burnsville University (BU) to help people and teams be their best
- Coaching managers and employees on strengths and engagement
- Welcoming new employees to Burnsville through intentional onboarding experiences
- Consulting with leaders to analyze and evaluate engagement, effectiveness and development needs
- Championing the development of resources to provide excellent public service to the community

**SEE DETAILED SERVICE
INVENTORY ON PAGE [insert here]**

PROPOSED FTEs

4

**CURRENT
FTEs**

+2

**PROPOSED FTEs 2025
AND BEYOND**

2025

- Strategic Initiatives Manager (1)

2026

- Division Coordinator (1)
- Management Analyst (1)

**Proposed Parks, Recreation and Facilities staffing will be further informed by the facilities maintenance study and parks plan study.*

HOW DO FUTURE POSITIONS HELP US BETTER MEET COMMUNITY NEEDS?

Future position requests will be considered based on the needs of the community and the following objectives:

- Bringing our vision and strategic priorities to life
- Developing our managers and teams to serve the community well
- Providing strategic support of to ensure the success of the team





WHAT WE WANT TO ACCOMPLISH - OUR THREE MOST IMPORTANT THINGS

- 1 Build Culture Through Our Managers
- 2 Bring Our Vision and Strategic Priorities to Life
- 3 Position People and Teams to Use Their Strengths Every Day

CURRENT DEPARTMENT STRUCTURE



EMPLOYEE COMPENSATION

Lead the Market Compensation Philosophy

People are the most important part of our work to best serve Burnsville. The City conducts regular compensation studies to ensure that employee salary ranges are aligned with the reference market and reflect the value of the work performed.

Our lead-the-market compensation philosophy aims to place our jobs in the top 75% percentile of our target market cities.

Our goal is to attract and retain qualified, reliable and motivated staff who are committed to our belief that public service makes a difference. We also want our compensation plan to place employees in a competitive position in our market, follow principles of equal pay for equal work, provide opportunity for ongoing employee development and balance these needs with available resources.



A photograph of a man with short brown hair, wearing an orange button-down shirt, standing outdoors. The photo is positioned on the left side of the page, partially overlapping a dark blue geometric shape at the top left.

PAY PROGRESSION

Most classification levels in the city contain pay progression steps and pay ranges. There are seven steps within employee pay plans, where step one is the minimum rate paid for each classification level. Employees progress through the steps on their anniversary date with fully qualified performance until they reach step seven.

ORGANIZATIONAL ANALYSIS

As part of our organizational analysis, we regularly review our internal alignment and external competitiveness.

Internal alignment: in June through August of even years, we ensure all position descriptions are up to date and accurately rated.

External competitiveness: in January through April of odd years, we conduct a detailed market study to ensure we continue to follow our lead the market compensation strategy.

ORGANIZED GROUPS

The City of Burnsville has five organized labor groups represented by collective bargaining agreements. These agreements outline specific compensation procedures for union employees. These groups include:

International Association of Fire Fighters #2910

International Association of Fire Fighters #4481

International Union of Operating Engineers (Local 49)

Law Enforcement Labor Services #180

Law Enforcement Labor Services #181

2025 COMPENSATION PLAN

The City of Burnsville uses a salary matrix that places each employee position within one of 26 “Grades,” each with pay progression. Within these Grades, employees can advance among 7 “Steps” based on years of experience.

CITY OF BURNSVILLE 2023 STEP AND GRADE STRUCTURE

Grade	2025 Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	\$25.71	\$26.67	\$27.67	\$28.71	\$29.78	\$30.90	\$32.06
2	\$27.17	\$28.19	\$29.25	\$30.34	\$31.48	\$32.66	\$33.89
3	\$28.74	\$29.82	\$30.94	\$32.10	\$33.30	\$34.55	\$35.84
4	\$30.39	\$31.53	\$32.72	\$33.94	\$35.22	\$36.54	\$37.91
5	\$32.15	\$33.35	\$34.60	\$35.90	\$37.25	\$38.64	\$40.09
6	\$34.00	\$35.28	\$36.60	\$37.97	\$39.40	\$40.87	\$42.41
7	\$35.96	\$37.31	\$38.71	\$40.16	\$41.67	\$43.23	\$44.85
8	\$38.03	\$39.46	\$40.94	\$42.47	\$44.07	\$45.72	\$47.43
9	\$40.23	\$41.74	\$43.30	\$44.93	\$46.61	\$48.36	\$50.17
10	\$42.55	\$44.15	\$45.80	\$47.52	\$49.30	\$51.15	\$53.07
11	\$45.00	\$46.69	\$48.44	\$50.26	\$52.14	\$54.10	\$56.13
12	\$47.59	\$49.38	\$51.23	\$53.15	\$55.14	\$57.21	\$59.36
13	\$50.33	\$52.22	\$54.17	\$56.21	\$58.31	\$60.50	\$62.77
14	\$53.23	\$55.22	\$57.29	\$59.44	\$61.67	\$63.98	\$66.38
15	\$56.29	\$58.40	\$60.59	\$62.86	\$65.22	\$67.67	\$70.21
16	\$59.54	\$61.77	\$64.09	\$66.49	\$68.98	\$71.57	\$74.25
17	\$62.96	\$65.33	\$67.78	\$70.32	\$72.95	\$75.69	\$78.53
18	\$66.59	\$69.09	\$71.68	\$74.37	\$77.16	\$80.05	\$83.05
19	\$70.42	\$73.06	\$75.80	\$78.65	\$81.60	\$84.65	\$87.83
20	\$74.49	\$77.28	\$80.18	\$83.18	\$86.30	\$89.54	\$92.90
21	\$78.77	\$81.73	\$84.79	\$87.97	\$91.27	\$94.69	\$98.24
22	\$83.30	\$86.43	\$89.67	\$93.03	\$96.52	\$100.14	\$103.89
23	\$88.10	\$91.40	\$94.83	\$98.38	\$102.07	\$105.90	\$109.87
24	\$93.17	\$96.66	\$100.29	\$104.05	\$107.95	\$112.00	\$116.20
25	\$98.53	\$102.22	\$106.05	\$110.03	\$114.16	\$118.44	\$122.88
26	\$104.20	\$108.11	\$112.16	\$116.37	\$120.73	\$125.26	\$129.96

ANALYSIS OF MARKET COMPETITIVENESS

Burnsville has 13 defined Twin Cities metropolitan area cities* that serve as their market comparison for employee salary. These cities were selected based on their population, geographic location and other internally approved criteria.

CITY OF BURNSVILLE MARKET CITIES

Organization Name	Population
Brooklyn Park	84,526
Plymouth	79,828
Woodbury	76,990
Lakeville	72,812
Blaine	70,935
Maple Grove	70,726
Eagan	68,642
Coon Rapids	63,385
Eden Prairie	63,161
Apple Valley	55,638
Edina	53,318
Minnetonka	53,266
St. Louis Park	49,158
Number of Cities	13

** The Burnsville Fire Department uses additional cities for benchmarks based on historical practices.*



2025 POSITIONS BY GRADE

Grade 26

- City Manager

Grade 22

- Deputy City Manager
- Deputy City Manager/CFO

Grade 21

- Public Works Director
- Police Chief
- Fire Chief

Grade 20

- Community Development Director

Grade 19

- Deputy Police Chief

Grade 18

- IT Director
- City Engineer
- Parks, Recreation & Facilities Director
- Strategic Initiatives Director
- Police Captain
- Fire Marshall
- Assistant Fire Chief
- Human Resources Director
- Communications & Community Engagement Director

Grade 17

- Assistant Public Works Director

Grade 16

- Building Official
- Assistant Human Resources Director
- Superintendent – Utilities
- Assistant City Engineer

Grade 15

- City Clerk
- IT Engineer – Architect
- Applications Services Manager
- Technical Services Manager

- Superintendent – Fleet
- Superintendent – Parks
- Superintendent – Streets
- Natural Resources Manager
- Recreation & Facilities Superintendent
- Police Sergeant
- Fire Captain

Grade 14

- Organizational Development Manager
- Neighborhood Services Supervisor

Grade 13

- Ice Center & Facilities Manager
- Police Services Manager
- Experience & Engagement Manager
- Communications Manager
- Multimedia Manager

Grade 12

- Protective Inspector II
- GIS Coordinator
- Planner
- Principal Financial Analyst
- Golf Course Superintendent
- Forestry Supervisor
- Plans Examiner & Building Inspector

Grade 11

- Engineering Tech IV
- Engineering Project Manager
- Project Manager
- Natural Resources Specialist
- Environmental Specialist
- Sustainability Coordinator
- Police Officer
- Crime Analyst
- Firefighter/Paramedic
- Protective Inspector I

Grade 10

- IT Analyst
- Payroll and Benefits Coordinator
- Construction Technician
- Engineering Specialist
- Engineering Technician III
- GIS/Asset Management Technician
- Maintenance Supervisor
- Police Wellness Coordinator
- Neighborhood Services Specialist

Grade 9

- Assistant to the City Manager
- IT Specialist II
- Maintenance Crew Leader
- Senior Natural Resources & Forestry Technician
- Recreation Programmer II
- Economic Development Specialist

Grade 8

- Accountant
- Utility Billing Accountant
- Digital Marketing Specialist
- Multimedia Videographer
- Community Engagement Specialist
- Human Resources Partner
- Organizational Development Coordinator
- Special Assessment Technician
- Ice Center Maintenance Supervisor
- Skating School Coordinator
- Facilities Supervisor
- Police Records Supervisor
- Fire Senior Administrative Assistant

Grade 7

- Deputy City Clerk
- Executive Assistant/Deputy City Clerk
- Accounting Specialist
- Accounts Payable Specialist
- Utility Billing Specialist
- Revenue Accounting Specialist
- IT Specialist I
- Environmental Technician
- Maintenance Worker – Meter Tech
- Maintenance Worker – WTP Operator
- Mechanic
- Recreation Programmer I

Grade 6

- Senior Administrative Assistant
- Senior Administrative Assistant/Document Mgmt Coordinator
- Maintenance Worker
- Property Evidence Technician
- Community Development Assistant
- Permit Technician
- Inspections Assistant

Grade 5

- Public Works Administrative Technician
- Fleet Maintenance Administrative Technician
- Facilities Technician I
- Building Permit Assistant
- Neighborhood Services Assistant

Grade 4

- Administrative Assistant
- Public Experience Assistant
- Ice Center Maintenance II
- Ice Center and Grounds Maintenance II
- Records Technician

Grade 3

- Custodian
- Community Service Officer
- Public Works Trainee

SERVICE INVENTORY

The City of Burnsville employs nearly 330 staff members across multiple departments and divisions. The organization is full of talented people who are dedicated to serving the community with excellence. As Burnsville continues to evolve as a community, the demands, expectations and complexities of the work done by City staff also continue to grow.

To help better understand the makeup of City organization and determine whether the right number of people are in the right positions – all City departments have developed “Service Inventories”. These inventories are summarized in this section, and will be updated annually as the organization continues to evolve.

CITY CLERK

DETAILED SERVICE INVENTORY

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Oversees license application and issuance process.	Administers municipal business licensing activities.	City Clerk
Develops policies and procedures to ensure compliance with City, State, and federal laws.	Administers municipal business licensing activities.	City Clerk
Processes license applications and issues upon approval.	Administers municipal business licensing activities and maintains the City Code.	Deputy City Clerk
Coordinates the approval process, including required public notices and Council approvals.	Administers municipal business licensing activities.	City Clerk
Assists applicants with the licensing application process.	Assists with business licensing activities.	Administrative Assistant
Advises on policies, procedures, and laws related to proper governance for the City and Council.	Serves as the Clerk to the City Council.	City Clerk
Prepares necessary council backgrounds, public hearing notices, and related communications.	Administers municipal business licensing activities and maintains the City Code.	Deputy City Clerk
Supervises voter registration and absentee voting.	Administers all City, county, State, and federal elections.	City Clerk
Develops and implements innovative opportunities to increase community engagement in the election process.	Administers all City, county, State, and federal elections.	City Clerk
Oversees polling place administration, including site inspections, setup, and testing of voting machines.	Administers all City, county, State, and federal elections.	City Clerk
Oversees polling place administration, including site inspections, setup, and testing of voting machines.	Assists with administering elections.	Deputy City Clerk
Oversees polling place administration, including site inspections, setup, communications, and coordination of voting equipment.	Assists with administering elections.	Assistant City Clerk
Manages election judges at all stages, from recruitment through training and offboarding.	Administers all City, county, State, and federal elections.	City Clerk
Manages and oversees election judges at all stages, from recruitment through training and offboarding.	Assists with administering elections.	Deputy City Clerk
Manages election judges at all stages, from recruitment through training, timesheets, and offboarding.	Assists with administering elections.	Assistant City Clerk
Assists with election judge training.	Assists with administering elections.	Administrative Assistant

SERVICE	IMPACT	PRIORITY	REQUIRED
Licensing applications	Process applications for regulatory functions, including liquor, tobacco, massage, gambling, pawnbrokers.	Community Vibrancy	Yes
Licensing applications	Process applications for regulatory functions, including liquor, tobacco, massage, gambling, pawnbrokers.	Community Vibrancy	Yes
Licensing applications	Process applications for regulatory functions, including liquor, tobacco, massage, gambling, pawnbrokers.	Community Vibrancy	Yes
Coordinate application process	Coordinate with other departments to ensure eligibility (zoning, background checks, etc.).	Community Vibrancy	Yes
Coordinate application process	Coordinate with other departments to ensure eligibility (zoning, background checks, etc.).	Community Vibrancy	Yes
Council action	Preparation for Council action and/or public hearings when necessary.	Community Vibrancy	Yes
Council action	Preparation for Council action and/or public hearings when necessary.	Community Vibrancy	Yes
Elections	Administration of election processes as prescribed. Preparation for all polling sites, equipment and training of election judges.	Community Engagement	Yes
Elections	Administration of election processes as prescribed. Preparation for all polling sites, equipment and training of election judges.	Community Engagement	Yes
Polling place coordination	Polling place coordination and redistricting at 17 sites spread throughout the city.	Community Engagement	Yes
Polling place coordination	Polling place coordination and redistricting at 17 sites spread throughout the city.	Community Engagement	Yes
Polling place coordination	Polling place coordination and redistricting at 17 sites spread throughout the city.	Community Engagement	Yes
Election judges	Hiring, training, managing of 150 – 300 election judges.	Community Engagement	Yes
Election judges	Hiring, training, managing of 150 – 300 election judges.	Community Engagement	Yes
Election judges	Hiring, training, managing of 150 – 300 election judges.	Community Engagement	Yes
Election judges	Hiring, training, managing of 150 – 300 election judges.	Community Engagement	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Ensures an efficient and proactive elections experience.	Assists with administering elections.	Deputy City Clerk
Coordinates absentee voting and voter registration.	Assists with administering elections.	Deputy City Clerk
Assists with voter registration and absentee voting.	Assists with administering elections.	Assistant City Clerk
Assists voters with the absentee voting process.	Assists with administering elections.	Administrative Assistant
Coordinates community engagement activities, presentations, and communications.	Assists with administering elections.	Assistant City Clerk
Manages election judges at all stages, from recruitment through training, timesheets, and offboarding.	Assists with administering elections.	Assistant City Clerk
Oversees the delivery of election results and maintains election records.	Administers all City, county, State, and federal elections.	City Clerk
Oversees the delivery of election results and maintains election records.	Administers all City, county, State, and federal elections.	City Clerk
Coordinates election day tasks, as needed.	Assists with administering elections.	Assistant City Clerk
Assists with testing and updates of voting equipment.	Assists with administering elections.	Assistant City Clerk
Prepares and distributes council agendas and packets.	Serves as the Clerk to the City Council.	City Clerk
Administers the City's electronic agenda management system.	Serves as the Clerk to the City Council.	City Clerk
Attends all Council meetings, work sessions, and official proceedings.	Serves as the Clerk to the City Council.	City Clerk
Prepares resolutions, minutes, and official proceedings as requested.	Assists the City Clerk with the administration of the City Clerk's office.	Deputy City Clerk
Prepares and distributes Council agendas and minutes.	Assists the City Clerk with the administration of the City Clerk's office.	Assistant City Clerk
Prepares and distributes Council agendas and minutes.	Assists the City Clerk with the administration of the City Clerk's office.	Deputy City Clerk
Prepares meeting minutes, official documents, and Council correspondence.	Serves as the Clerk to the City Council.	City Clerk
Prepares resolutions, minutes, and official proceedings as requested.	Assists the City Clerk with the administration of the City Clerk's office.	Assistant City Clerk
Creates routine agenda backgrounds and prepares minutes templates.	Administrative duties of the City Clerk's office.	Administrative Assistant
Manages the selection process for all boards, commissions, and committees.	Serves as the Clerk to the City Council.	City Clerk
Assists with Commission recruitments.	Assists the City Clerk with the administration of the City Clerk's office.	Deputy City Clerk

SERVICE	IMPACT	PRIORITY	REQUIRED
Maintenance and security of election equipment	Semi-annual updates/repairs/security of ballot counters, poll-pads, etc.	Community Engagement	Yes
Absentee/Early Voting	Assist residents with voting procedures before election day.	Community Engagement	Yes
Absentee/Early Voting	Assist residents with voting procedures before election day.	Community Engagement	Yes
Absentee/Early Voting	Assist residents with voting procedures before election day.	Community Engagement	Yes
Notifications	Write and publish official elections publications and notifications.	Community Engagement	Yes
Data management	Coordinate Election Judge dashboard management and updates.	Community Engagement	Yes
Oaths of office	Conduct oaths of office for newly elected candidates.	Community Engagement	Yes
Election results	Audit and certify election results.	Community Engagement	Yes
Election equipment	Coordinate supplies and equipment for all precincts.	Community Engagement	Yes
Election equipment	Coordinate supplies and equipment for all precincts.	Community Engagement	Yes
Agenda Packets/ Backgrounds	Coordinate and compile background information for Council meetings.	Community Engagement	Yes
Agenda Packets/ Backgrounds	Coordinate and compile background information for Council meetings.	Community Engagement	Yes
Agenda Packets/ Backgrounds	Coordinate and compile background information for Council meetings.	Community Engagement	Yes
Agenda Packets/ Backgrounds	Coordinate and compile background information for Council meetings.	Community Engagement	Yes
Minutes	Prepare, review meeting videos, approve and publish official summary of action taken at Council meetings.	Community Engagement	Yes
Minutes	Prepare, review meeting videos, approve and publish official summary of action taken at Council meetings.	Community Engagement	Yes
Minutes	Prepare, review meeting videos, approve and publish official summary of action taken at Council meetings.	Community Engagement	Yes
Minutes	Prepare, review meeting videos, approve and publish official summary of action taken at Council meetings.	Community Engagement	Yes
Minutes	Prepare, review meeting videos, approve and publish official summary of action taken at Council meetings.	Community Engagement	Yes
Commission Recruitment	Recruit, organize interviews, and onboard volunteers for Commissions	Community Engagement	Yes
Commission Recruitment	Recruit, organize interviews, and onboard volunteers for Commissions	Community Engagement	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Assists with Commission recruitments, awards, and communications.	Assists the City Clerk with the administration of the City Clerk's office.	Assistant City Clerk
Assists with commission/task force recruitments.	Administrative duties of the City Clerk's office.	Administrative Assistant
Leads the annual city-wide policy review process and makes recommendations.	Provides strategic leadership to elected and appointed boards.	City Clerk
Maintains current record of policies and procedures.	Assists the City Clerk with the administration of the City Clerk's office.	Deputy City Clerk
Maintains current record of policies and procedures.	Assists the City Clerk with the administration of the City Clerk's office.	Assistant City Clerk
Coordinates preparation of ordinances and codification of City Code.	Assists the City Clerk with the administration of the City Clerk's office.	Deputy City Clerk
Coordinates preparation of ordinances, publication of documents, and codification of City Code.	Assists the City Clerk with the administration of the City Clerk's office.	Assistant City Clerk
Assists with the codification of policies and procedures manual and City Code.	Administrative duties of the City Clerk's office.	Administrative Assistant
Tracks and reports grants and donations received by the City.	Provides strategic leadership to elected and appointed boards.	City Clerk
Schedules room reservations for Council meetings and ensures staff and Council calendars are up to date.	Assists the City Clerk with the administration of the City Clerk's office.	Assistant City Clerk
Orders and organizes supplies as needed.	Administrative duties of the City Clerk's office.	Administrative Assistant
Prepares resolutions, minutes, and official proceedings as requested.	Assists the City Clerk with the administration of the City Clerk's office.	Assistant City Clerk
Attests to the Mayor's signature on official City documents.	Oversees and administers the records management and official notification requirements for the City.	City Clerk
Routes documents for virtual signatures via DocuSign.	Oversees and administers the records management and official notification requirements for the City.	Assistant City Clerk
Prepares official documents for signatures, distribution, and archival.	Administrative duties of the City Clerk's office.	Administrative Assistant
Performs various administrative tasks, including notarization and file management.	Oversees and administers the records management and official notification requirements for the City.	Assistant City Clerk
Assists with staff and Council event registrations and travel if needed.	Administrative duties of the City Clerk's office.	Administrative Assistant
Prepares, recommends, and manages the budget for City Clerk, Elections, Licensing, City Administration, and the City Council.	Provides strategic leadership to elected and appointed boards.	City Clerk
Coordinates collection of receipts and payment of invoices and p-cards.	Administrative duties of the City Clerk's office.	Administrative Assistant
Ensures all notices, resolutions, ordinances, and policies are filed, posted, and/or published as required.	Oversees and administers the records management and official notification requirements for the City.	City Clerk
Performs various administrative file management tasks.	Administrative duties of the City Clerk's office.	Administrative Assistant

SERVICE	IMPACT	PRIORITY	REQUIRED
Commission Recruitment	Recruit, organize interviews, and onboard volunteers for Commissions	Community Engagement	Yes
Commission Recruitment	Recruit, organize interviews, and onboard volunteers for Commissions	Community Engagement	Yes
Policies & Procedures	Update and administrate Council policies	Community Vibrancy	Yes
Policies & Procedures	Update and administrate Council policies	Community Vibrancy	Yes
Policies & Procedures	Update and administrate Council policies	Community Vibrancy	Yes
City Code	Oversee the codification of ordinances	Community Vibrancy	Yes
City Code	Oversee the codification of ordinances	Community Vibrancy	Yes
City Code	Oversee the codification of ordinances	Community Vibrancy	Yes
Donations	Coordinate quarterly adoption of donations as prescribed by statute	Community Engagement	Yes
Accommodations	Schedule meeting accommodations, refreshments, etc.	Community Engagement	No
Accommodations	Schedule meeting accommodations, refreshments, etc.	Community Engagement	No
Proclamations	Preparation of annual proclamations and	Community Engagement	No
Mayor Council correspondence	Screen incoming mail and email. Prepare official correspondence	Community Engagement	No
Mayor Council correspondence	Screen incoming mail and email. Prepare official correspondence	Community Engagement	No
Mayor Council correspondence	Screen incoming mail and email. Prepare official correspondence	Community Engagement	No
Mayor Council scheduling and travel	Conference registrations, hotel and flight reservations, process reimbursements	Community Engagement	No
Mayor Council scheduling and travel	Conference registrations, hotel and flight reservations, process reimbursements	Community Engagement	No
Budget	Prepare Budget for City Clerk, Elections, and City Council	Organizational Culture	No
Purchasing Cards	Reconciliation for Mayor and Council.	Organizational Culture	No
Document Recording	Ensure official documents are recorded as needed.	Community Engagement	Yes
Document Recording	Ensure official documents are recorded as needed.	Community Engagement	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Maintains responsibility for the City seal.	Oversees and administers the records management and official notification requirements for the City.	City Clerk
Disseminates public posting of meetings and other required documents.	Assists the City Clerk with the administration of the City Clerk's office.	Assistant City Clerk
Serves as lead role on the Laserfiche Core Group team.	Assists in implementation of a city-wide records management system.	Assistant City Clerk
Effectively and efficiently maintains records in compliance with State law.	Provides strategic leadership to elected and appointed boards.	City Clerk
Executes deeds, contracts, and other documents.	Provides strategic leadership to elected and appointed boards.	City Clerk
Maintains records according to retention schedule.	Oversees implementation and maintenance of a City-wide records management system.	Deputy City Clerk
Maintains records according to retention schedule.	Assists in implementation of a city-wide records management system.	Assistant City Clerk
Maintains records according to the retention schedule.	Assists with City-wide records management system.	Administrative Assistant
Moderates online public participation for Council meetings.	Serves as the Clerk to the City Council.	City Clerk
Attends Council meetings and presents items to Council, as needed.	Assists the City Clerk with the administration of the City Clerk's office.	Assistant City Clerk
Assists the public, City Council, and City staff on records management, data practices, agenda preparation, elections, and City Code.	Oversees and administers the records management and official notification requirements for the City.	City Clerk
Serves as the Data Practices Compliance Official and Responsible Authority.	Oversees and administers the records management and official notification requirements for the City.	City Clerk
Maintains and oversees Data Request System for tracking, monitoring, and releasing requests for public information.	Assists in implementation of a city-wide records management system.	Assistant City Clerk
Oversees Data Request System for tracking, monitoring, and releasing requests for public information.	Oversees implementation and maintenance of a City-wide records management system.	Deputy City Clerk
Assists residents with the data request process.	Administrative duties of the City Clerk's office.	Administrative Assistant
Performs various administrative tasks, including notarization and file management.	Oversees implementation and maintenance of a City-wide records management system.	Deputy City Clerk
Assists Deputy City Manager(s) and other City Departments with specialty projects, as needed.	Oversees implementation and maintenance of a City-wide records management system.	Deputy City Clerk
Oversees City Clerk volunteer activities and tasks.	Oversees and administers the records management and official notification requirements for the City.	Assistant City Clerk
Oversees City Clerk volunteer activities and tasks.	Oversees and administers the records management and official notification requirements for the City.	Assistant City Clerk
Coordinates the appeal process for the City.	Provides strategic leadership to elected and appointed boards.	City Clerk
Facilitates appeals processes related to City Code violations.	Administers municipal business licensing activities.	City Clerk

SERVICE	IMPACT	PRIORITY	REQUIRED
Official publications/notifications	Publish legal notices as required by state law.	Community Engagement	Yes
Official publications/notifications	Publish legal notices as required by state law.	Community Engagement	Yes
Laserfiche	Leverage Laserfiche software to automate and improve manual processes; manage retention of official digital records.	Community Engagement	Yes
Record Retention	Train and assist staff with document retention in accordance with the schedule. Update schedule as needed.	Community Engagement	Yes
Record Retention	Train and assist staff with document retention in accordance with the schedule. Update schedule as needed.	Community Engagement	Yes
Record Retention	Train and assist staff with document retention in accordance with the schedule. Update schedule as needed.	Community Engagement	Yes
Record Retention	Train and assist staff with document retention in accordance with the schedule. Update schedule as needed.	Community Engagement	Yes
Record Retention	Train and assist staff with document retention in accordance with the schedule. Update schedule as needed.	Community Engagement	Yes
Zoom/online meetings	Administrate Council, staff, and public participation in Council and CRTF meetings via zoom.	Community Engagement	Yes
Zoom/online meetings	Administrate Council, staff, and public participation in Council and CRTF meetings via zoom.	Community Engagement	Yes
Data requests	Respond to requests for public information.	Community Engagement	Yes
Data requests	Respond to requests for public information.	Community Engagement	Yes
Data requests	Respond to requests for public information.	Community Engagement	Yes
Data requests	Respond to requests for public information.	Community Engagement	Yes
Data requests	Respond to requests for public information.	Community Engagement	Yes
Research	Research historical documents for Council or the City Manager.	Community Engagement	No
Research	Research historical documents for Council or the City Manager.	Community Engagement	No
Community Builder Awards	Promote and collect nominations, present to Council at WS, order awards and coordinate attendance at Council meeting	Community Engagement	No
Volunteer Recognition Events	Coordinate an annual event to thank volunteers; determine site, send invitations, order food and entertainment	Community Engagement	No
Appeals	Process appeals for licensing and code violations, schedule hearings, implement appeal hearing decisions	Community Engagement	Yes
Appeals	Process appeals for licensing and code violations, schedule hearings, implement appeal hearing decisions	Community Engagement	Yes

COMMUNICATIONS AND COMMUNITY ENGAGEMENT

DETAILED SERVICE INVENTORY

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Collaborates in developing and implementing a comprehensive community engagement program.	Partners in the development of engagement strategies to increase community connections.	Community Engagement Specialist	Community Engagement
Determines needs, defines goals, and evaluates outcomes of the community engagement strategy.	Partners in the development of engagement strategies to increase community connections.	Community Engagement Specialist	Community Engagement
Researches national and local best practices for community engagement.	Partners in the development of engagement strategies to increase community connections.	Community Engagement Specialist	Community Engagement
Contributes to strategic decisions through gathering data and research.	Partners in the development of engagement strategies to increase community connections.	Community Engagement Specialist	Community Engagement
Collaborates with community partners and foster relationships with underrepresented communities to provide city services, educational opportunities, and meaningful connection within the community.	Partners in the development of engagement strategies to increase community connections.	Community Engagement Specialist	Community Engagement
Takes the lead on planned initiatives to further outreach efforts.	Partners in the development of engagement strategies to increase community connections.	Community Engagement Specialist	Community Engagement
Plans and implements special events.	Partners in the development of engagement strategies to increase community connections.	Community Engagement Specialist	Community Engagement
Researches social, economic, cultural, and historical barriers to interaction with local government.	Partners in the development of engagement strategies to increase community connections.	Community Engagement Specialist	Community Engagement
Represents engagement initiatives in the community.	Identifies, cultivates, and maintains relationships with residents, community and business leaders, and organizations.	Community Engagement Specialist	Community Engagement
Provides support for City led and City partnered events.	Identifies, cultivates, and maintains relationships with residents, community and business leaders, and organizations.	Community Engagement Specialist	Community Engagement
Provides support for program planning & implementation.	Identifies, cultivates, and maintains relationships with residents, community and business leaders, and organizations.	Community Engagement Specialist	Community Engagement
Collaborates with partners on programs and initiatives that benefit the community.	Identifies, cultivates, and maintains relationships with residents, community and business leaders, and organizations.	Community Engagement Specialist	Community Engagement

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Identifies and communicates community and resident needs.	Identifies, cultivates, and maintains relationships with residents, community and business leaders, and organizations.	Community Engagement Specialist	Community Engagement
Leads efforts to recruit and maintain relationships with external volunteers.	Leads volunteer engagement efforts and opportunities.	Community Engagement Specialist	Community Engagement
Coordinates and oversees the City volunteer program.	Leads volunteer engagement efforts and opportunities.	Community Engagement Specialist	Volunteer Program
Works collaboratively with the team to further equity awareness among staff.	Serves as a staff resource for department engagement initiatives.	Community Engagement Specialist	Community Engagement
Collaborates with staff across departments to integrate community engagement efforts into initiatives.	Serves as a staff resource for department engagement initiatives.	Community Engagement Specialist	Community Engagement
Assists in ensuring staff have resources and clarity for effective community engagement activities.	Serves as a staff resource for department engagement initiatives.	Community Engagement Specialist	Community Engagement
Welcomes and works with visitors at City Hall.	Provides excellent service to the public.	Community Experience Assistant	Public Experience and Front Desk Support
Takes incoming calls, answers questions, and connects the public with resources.	Provides excellent service to the public.	Community Experience Assistant	Public Experience and Front Desk Support
Maintain working knowledge and relationships with all City departments.	Provides excellent service to the public.	Community Experience Assistant	Public Experience and Front Desk Support
Responsible for City Hall rental inquiries, reservations, and payments, including showcasing spaces and coordinating room set-up and other guest needs.	Provides excellent service to the public.	Community Experience Assistant	Public Experience and Front Desk Support
Provides support on projects and initiatives as requested.	Promotes and supports community experience standards across the organization.	Community Experience Assistant	Event and Program Promotion
Meets city and department needs in a variety of support service roles and responsibilities.	Promotes and supports community experience standards across the organization.	Community Experience Assistant	Public Experience and Front Desk Support
Based on organizational need and individual strengths, leads specialized functions or projects.	Promotes and supports community experience standards across the organization.	Community Experience Assistant	Public Experience and Front Desk Support
Assists Communications with editing and maintaining brand voice.	Promotes and supports community experience standards across the organization.	Community Experience Assistant	Brand Management
Coordinates and oversees the employee community engagement portal.	Supports and promotes employee community engagement efforts	Community Experience Assistant	Event and Program Promotion

DESCRIPTION	PRIORITY	REQUIRED
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Coordinate and manage the City's volunteer program.	Community Engagement	No
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Greet and provide a first point of contact for guests entering city hall. Manage public meeting room reservations. Collect utility billing payments. Order office supplies and maintain copier areas around city hall. Manage the city hall mail room.	Community Engagement	No
Greet and provide a first point of contact for guests entering city hall. Manage public meeting room reservations. Collect utility billing payments. Order office supplies and maintain copier areas around city hall. Manage the city hall mail room.	Community Engagement	No
Greet and provide a first point of contact for guests entering city hall. Manage public meeting room reservations. Collect utility billing payments. Order office supplies and maintain copier areas around city hall. Manage the city hall mail room.	Community Engagement	No
Greet and provide a first point of contact for guests entering city hall. Manage public meeting room reservations. Collect utility billing payments. Order office supplies and maintain copier areas around city hall. Manage the city hall mail room.	Community Engagement	No
Promote and market city events, programs, and other important information sharing through digital, print, and other media outlets.	Community Engagement	No
Greet and provide a first point of contact for guests entering city hall. Manage public meeting room reservations. Collect utility billing payments. Order office supplies and maintain copier areas around city hall. Manage the city hall mail room.	Community Engagement	No
Greet and provide a first point of contact for guests entering city hall. Manage public meeting room reservations. Collect utility billing payments. Order office supplies and maintain copier areas around city hall. Manage the city hall mail room.	Community Engagement	No
Ensure the city's brand and voice is consistent and effective at telling our story and manage our reputation.	Community Engagement	No
Promote and market city events, programs, and other important information sharing through digital, print, and other media outlets.	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Maintains list of events with employee volunteer opportunities (including tasks, shifts, and other details).	Supports and promotes employee community engagement efforts	Community Experience Assistant	Community Event Support
Maintain point of contact for staff which includes providing information, answering questions and follow-up.	Supports and promotes employee community engagement efforts	Community Experience Assistant	Public Experience and Front Desk Support
Champion Language Line and other interpreter services, including training and support to employees.	Provides support to City departments in creating inclusive experiences for the community.	Community Experience Assistant	Translation Services
Research and assist in implementation of translation services best practices.	Provides support to City departments in creating inclusive experiences for the community.	Community Experience Assistant	Translation Services
Responsible for reservations, inventory and upkeep of the community engagement vehicle and sensory inclusive spaces.	Provides support to City departments in creating inclusive experiences for the community.	Community Experience Assistant	Community Engagement
Coordinates and maintains front desk coverage.	Coordinates an efficient, thorough front desk environment to meet the needs of the public and staff.	Community Experience Assistant	Public Experience and Front Desk Support
Provides training and oversight of office support team staff.	Coordinates an efficient, thorough front desk environment to meet the needs of the public and staff.	Community Experience Assistant	Public Experience and Front Desk Support
Ensure public information materials and office/mailroom supplies are organized and stocked.	Coordinates an efficient, thorough front desk environment to meet the needs of the public and staff.	Community Experience Assistant	Public Experience and Front Desk Support
Receive and distribute incoming packages and mail.	Coordinates an efficient, thorough front desk environment to meet the needs of the public and staff.	Community Experience Assistant	Public Experience and Front Desk Support
Provide administrative support across departments.	Coordinates an efficient, thorough front desk environment to meet the needs of the public and staff.	Community Experience Assistant	Public Experience and Front Desk Support
Expert storyteller and scriptwriter with a command of visual, communication, narrative, and camera and motion design principles.	Leads the production of all City multimedia projects and programs.	Multimedia Videographer	Video and Multimedia Production
Drives a multimedia approach for internal and external promotion, education, engagement and training.	Leads the production of all City multimedia projects and programs.	Multimedia Videographer	Video and Multimedia Production
Implements multimedia strategies in alignment with vision and strategic priorities.	Leads the production of all City multimedia projects and programs.	Multimedia Videographer	Video and Multimedia Production
Develops and maintains multimedia brand standards in all city productions.	Leads the production of all City multimedia projects and programs.	Multimedia Videographer	Video and Multimedia Production
Ensures excellence in video and audio quality for all productions.	Leads the production of all City multimedia projects and programs.	Multimedia Videographer	Video and Multimedia Production

DESCRIPTION	PRIORITY	REQUIRED
Provide support to community events such as festival and fire muster, international festival, winter lighting, and more.	Community Engagement	No
Greet and provide a first point of contact for guests entering city hall. Manage public meeting room reservations. Collect utility billing payments. Order office supplies and maintain copier areas around city hall. Manage the city hall mail room.	Community Engagement	No
Manage the City's translation service to ensure city departments have the resources and support to connect with all members of the community.	Community Engagement	No
Manage the City's translation service to ensure city departments have the resources and support to connect with all members of the community.	Community Engagement	No
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Greet and provide a first point of contact for guests entering city hall. Manage public meeting room reservations. Collect utility billing payments. Order office supplies and maintain copier areas around city hall. Manage the city hall mail room.	Community Engagement	No
Greet and provide a first point of contact for guests entering city hall. Manage public meeting room reservations. Collect utility billing payments. Order office supplies and maintain copier areas around city hall. Manage the city hall mail room.	Community Engagement	No
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Greet and provide a first point of contact for guests entering city hall. Manage public meeting room reservations. Collect utility billing payments. Order office supplies and maintain copier areas around city hall. Manage the city hall mail room.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Collaborates with City staff to develop department specific multimedia communications.	Creates, edits and produces television programs, video promotions and public service messages.	Multimedia Videographer	Video and Multimedia Production
Coordinates and reviews requests to assure branding and production quality standards are met.	Creates, edits and produces television programs, video promotions and public service messages.	Multimedia Videographer	Video and Multimedia Production
Ensures that multimedia projects are proofread for spelling and typographical errors.	Creates, edits and produces television programs, video promotions and public service messages.	Multimedia Videographer	Video and Multimedia Production
Provides resources and training for City staff who capture multimedia content.	Creates, edits and produces television programs, video promotions and public service messages.	Multimedia Videographer	Video and Multimedia Production
Coordinate live cablecasts/web streams of City meetings.	Creates, edits and produces television programs, video promotions and public service messages.	Multimedia Videographer	Public Meetings and Live Event Coverage
Coordinate live truck event opportunities, programming for maximum efficiency and positive storytelling opportunities.	Creates, edits and produces television programs, video promotions and public service messages.	Multimedia Videographer	Public Meetings and Live Event Coverage
Supervises staff and volunteers involved in productions in the live truck.	Creates, edits and produces television programs, video promotions and public service messages.	Multimedia Videographer	Public Meetings and Live Event Coverage
Produces and directs a variety of productions, broadcasts, and video event highlights.	Creates, edits and produces television programs, video promotions and public service messages.	Multimedia Videographer	Video and Multimedia Production
Possess proficiency in Adobe Creative Cloud including Premiere Pro, Photoshop, After Effects, and Illustrator.	Creates, edits and produces television programs, video promotions and public service messages.	Multimedia Videographer	Video and Multimedia Production
Works with consultants, and vendors to troubleshoot and solve equipment problems.	Administers all multimedia and programming equipment use and maintenance.	Multimedia Videographer	Video and Multimedia Production
Provides overall audio-visual support for the organization.	Administers all multimedia and programming equipment use and maintenance.	Multimedia Videographer	Video and Multimedia Production
Have experience with large sensor camera systems and DSLRs.	Administers all multimedia and programming equipment use and maintenance.	Multimedia Videographer	Video and Multimedia Production
Organize and maintains all video production archives and related files.	Administers all multimedia and programming equipment use and maintenance.	Multimedia Videographer	Video and Multimedia Production
Demonstrates a strong sense of content selection, composition and shot sequencing.	Administers all multimedia and programming equipment use and maintenance.	Multimedia Videographer	Video and Multimedia Production
Ability to do both run-and-gun high-profile shoots and learn to switch between the two workflows seamlessly.	Administers all multimedia and programming equipment use and maintenance.	Multimedia Videographer	Video and Multimedia Production

DESCRIPTION	PRIORITY	REQUIRED
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Plan for and operate equipment at public meetings and other live events, such as football games or festival and fire muster parade.	Community Engagement	Yes
Plan for and operate equipment at public meetings and other live events, such as football games or festival and fire muster parade.	Community Engagement	Yes
Plan for and operate equipment at public meetings and other live events, such as football games or festival and fire muster parade.	Community Engagement	Yes
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
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Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Possess strong interview lighting knowledge and familiarity with high profile lighting setups.	Administers all multimedia and programming equipment use and maintenance.	Multimedia Videographer	Video and Multimedia Production
Develops, manages, and executes strategies for communicating with internal and external audiences.	Leads the development of multimedia strategies from beginning to end.	Multimedia Manager	Video and Multimedia Production
Implements multimedia strategies in alignment with vision and strategic priorities.	Leads the development of multimedia strategies from beginning to end.	Multimedia Manager	Video and Multimedia Production
Determines needs, defines goals and evaluates outcomes of the multimedia strategy.	Leads the development of multimedia strategies from beginning to end.	Multimedia Manager	Video and Multimedia Production
Maintains strong working knowledge of digital media as well as utilizing media research.	Leads the development of multimedia strategies from beginning to end.	Multimedia Manager	Video and Multimedia Production
Gathers, analyzes and applies insights on media consumption and industry trends to digital platforms.	Leads the development of multimedia strategies from beginning to end.	Multimedia Manager	Video and Multimedia Production
Assists in recommending and preparing the annual budget for the department.	Leads the development of multimedia strategies from beginning to end.	Multimedia Manager	Video and Multimedia Production
Oversees the operations and maintenance of the City's digital video platforms such as Video on Demand services, public access submissions, YouTube and more.	Oversees the effective use of video, streaming, public access and other digital platforms.	Multimedia Manager	Video and Multimedia Production
Assists in the dissemination of City messages through email subscription service, website and social media.	Oversees the effective use of video, streaming, public access and other digital platforms.	Multimedia Manager	Community Engagement
Provides leadership, training and troubleshooting of video-related solutions for City departments.	Oversees the effective use of video, streaming, public access and other digital platforms.	Multimedia Manager	Video and Multimedia Production
Leads production staff in the creation of video, animation and other experiences for various platforms.	Manages all video elements of City communications.	Multimedia Manager	Video and Multimedia Production
Drives the use of video for internal and external promotion, integration, education, engagement, and training.	Manages all video elements of City communications.	Multimedia Manager	Video and Multimedia Production
Assists with the production of City videos by writing scripts, providing feedback, expertise and editing.	Manages all video elements of City communications.	Multimedia Manager	Video and Multimedia Production
Develops and maintains video brand standards in all City productions.	Manages all video elements of City communications.	Multimedia Manager	Video and Multimedia Production
Manages the BCTV public access operation, partners with stakeholders to produce video programming.	Oversees operations of Burnsville Community Television studio.	Multimedia Manager	Public Access Programming

DESCRIPTION	PRIORITY	REQUIRED
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
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Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
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Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Manage the public access programming channels and public access content.	Community Engagement	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Coordinates day-to-day operation of the BCTV studio including staffing, equipment, and production.	Oversees operations of Burnsville Community Television studio.	Multimedia Manager	Public Access Programming
Recruits, schedules, trains, and supervises multimedia staff.	Oversees operations of Burnsville Community Television studio.	Multimedia Manager	Public Access Programming
Maintains master control of BCTV channels including program submission, scheduling and channel supervision.	Oversees operations of Burnsville Community Television studio.	Multimedia Manager	Public Access Programming
Develops, implements and manages BCTV's community outreach initiative to encourage community television support.	Oversees operations of Burnsville Community Television studio.	Multimedia Manager	Public Access Programming
Serve as an independent liaison to Independent School District 191.	Oversees operations of Burnsville Community Television studio.	Multimedia Manager	Community Engagement
Schedules live truck event calendar, programming for maximum efficiency and positive storytelling opportunities.	Oversees operation of the mobile production studio.	Multimedia Manager	Public Meetings and Live Event Coverage
Negotiates use of City assets, including revenue earning opportunities.	Oversees operation of the mobile production studio.	Multimedia Manager	Video and Multimedia Production
Produces and directs a variety of productions, broadcasts and video event highlights.	Oversees operation of the mobile production studio.	Multimedia Manager	Video and Multimedia Production
Develops, implements and manages a comprehensive community engagement program.	Leads the development of engagement strategies to increase community connections.	Experience and Engagement Manager	Community Engagement
Manages the community engagement function in alignment with vision and strategic priorities.	Leads the development of engagement strategies to increase community connections.	Experience and Engagement Manager	Community Engagement
Determines needs, defines goals and evaluates outcomes of the community engagement strategy.	Leads the development of engagement strategies to increase community connections.	Experience and Engagement Manager	Community Engagement
Assists in the communication suggestions for City Leadership related to community engagement.	Leads the development of engagement strategies to increase community connections.	Experience and Engagement Manager	Community Engagement
Assists in recommending and preparing the annual budget for the department.	Leads the development of engagement strategies to increase community connections.	Experience and Engagement Manager	Strategic Visioning

DESCRIPTION	PRIORITY	REQUIRED
Manage the public access programming channels and public access content.	Community Engagement	Yes
Manage the public access programming channels and public access content.	Community Engagement	Yes
Manage the public access programming channels and public access content.	Community Engagement	Yes
Manage the public access programming channels and public access content.	Community Engagement	Yes
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Plan for and operate equipment at public meetings and other live events, such as football games or festival and fire muster parade.	Community Engagement	Yes
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
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Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Provide strategic visioning to ensure the department is meeting the organizational priorities.	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Initiatives and coordinates new partnerships with outside organizations and agencies that expand community engagement efforts.	Identifies, cultivates, and maintains relationships with residents, community and business leaders, and organizations.	Experience and Engagement Manager	Community Engagement
Develops systems that encourage innovative practices for engagement and outreach efforts.	Identifies, cultivates, and maintains relationships with residents, community and business leaders, and organizations.	Experience and Engagement Manager	Community Engagement
Researches and identifies resources needed to foster connections with underrepresented populations.	Identifies, cultivates, and maintains relationships with residents, community and business leaders, and organizations.	Experience and Engagement Manager	Community Engagement
Creates opportunities to facilitate discussions with under-served populations to understand values, priorities and engagement changes.	Identifies, cultivates, and maintains relationships with residents, community and business leaders, and organizations.	Experience and Engagement Manager	Community Engagement
Maintains database of community engagement contacts, projects, and outcomes.	Identifies, cultivates, and maintains relationships with residents, community and business leaders, and organizations.	Experience and Engagement Manager	Community Engagement
Lead efforts to make personal connections with residents where they are, in the community.	Oversees community outreach efforts and event strategy.	Experience and Engagement Manager	Community Engagement
Identifies new ways to involve the public in problem solving and decision making to address challenges or opportunities in the community.	Oversees community outreach efforts and event strategy.	Experience and Engagement Manager	Community Engagement
Leads and assess innovative event and outreach strategies to increase public participation.	Oversees community outreach efforts and event strategy.	Experience and Engagement Manager	Community Engagement
Develops open lines of communication, education and interaction with residents.	Oversees community outreach efforts and event strategy.	Experience and Engagement Manager	Community Engagement
Coordinates opportunities for City representatives to engage with communities and residents through meetings, community events, and other forums.	Oversees community outreach efforts and event strategy.	Experience and Engagement Manager	Community Engagement
Collaborates with staff across departments to integrate community engagement efforts into initiatives.	Work collaboratively with City staff to further equity awareness.	Experience and Engagement Manager	Community Engagement
Partners in the creation of multilingual print materials to engage community partners.	Work collaboratively with City staff to further equity awareness.	Experience and Engagement Manager	Event and Program Promotion

DESCRIPTION	PRIORITY	REQUIRED
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
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Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Promote and market city events, programs, and other important information sharing through digital, print, and other media outlets.	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Works collaboratively with Communications staff to develop materials and communications that support the work of community engagement.	Work collaboratively with City staff to further equity awareness.	Experience and Engagement Manager	Community Engagement
Ensures staff have the resources and clarity necessary to support community engagement efforts.	Work collaboratively with City staff to further equity awareness.	Experience and Engagement Manager	Community Engagement
Supports human resources staff when appropriate in recruiting efforts.	Work collaboratively with City staff to further equity awareness.	Experience and Engagement Manager	Community Engagement
Promotes and supports community experience standards across the organization. Supports and promotes employee community engagement efforts.	Oversees the community experience function that provides excellent customer service to the public.	Experience and Engagement Manager	Public Experience and Front Desk Support
Provides support to City departments in creating inclusive experiences for the community.	Oversees the community experience function that provides excellent customer service to the public.	Experience and Engagement Manager	Public Experience and Front Desk Support
Ensures that internal shared services are provided efficiently and effectively.	Oversees the community experience function that provides excellent customer service to the public.	Experience and Engagement Manager	Public Experience and Front Desk Support
Directs communications, multimedia and engagement functions in alignment with vision and strategic priorities.	Provides strategic leadership for communication and engagement to guide positive organizational outcomes.	Communications and Engagement Director	Strategic Visioning
Determines needs, defines goals and evaluates outcomes of the city's communication strategy.	Provides strategic leadership for communication and engagement to guide positive organizational outcomes.	Communications and Engagement Director	Strategic Visioning
Understands leadership goals and translates them into actionable and measurable strategies and tactical plans.	Provides strategic leadership for communication and engagement to guide positive organizational outcomes.	Communications and Engagement Director	Strategic Visioning
Assigns and directs work of staff, creating clarity so that everyone can perform to their best.	Provides strategic leadership for communication and engagement to guide positive organizational outcomes.	Communications and Engagement Director	Strategic Visioning
Develops the highest level of communications expertise among staff.	Provides strategic leadership for communication and engagement to guide positive organizational outcomes.	Communications and Engagement Director	Strategic Visioning
Fosters a commitment to partnership and internal service among communications staff.	Provides strategic leadership for communication and engagement to guide positive organizational outcomes.	Communications and Engagement Director	Strategic Visioning

DESCRIPTION	PRIORITY	REQUIRED
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Greet and provide a first point of contact for guests entering city hall. Manage public meeting room reservations. Collect utility billing payments. Order office supplies and maintain copier areas around city hall. Manage the city hall mail room.	Community Engagement	No
Greet and provide a first point of contact for guests entering city hall. Manage public meeting room reservations. Collect utility billing payments. Order office supplies and maintain copier areas around city hall. Manage the city hall mail room.	Community Engagement	No
Greet and provide a first point of contact for guests entering city hall. Manage public meeting room reservations. Collect utility billing payments. Order office supplies and maintain copier areas around city hall. Manage the city hall mail room.	Community Engagement	No
Provide strategic visioning to ensure the department is meeting the organizational priorities.	Community Engagement	No
Provide strategic visioning to ensure the department is meeting the organizational priorities.	Community Engagement	No
Provide strategic visioning to ensure the department is meeting the organizational priorities.	Community Engagement	No
Provide strategic visioning to ensure the department is meeting the organizational priorities.	Community Engagement	No
Provide strategic visioning to ensure the department is meeting the organizational priorities.	Community Engagement	No
Provide strategic visioning to ensure the department is meeting the organizational priorities.	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Manages the annual operating budget for the department and Burnsville Community Television.	Provides strategic leadership for communication and engagement to guide positive organizational outcomes.	Communications and Engagement Director	Strategic Visioning
Sets and guides strategy for all organizational communications and collateral to consistently articulate Burnsville's brand and mission across platforms and audiences.	Develop and implement an ongoing strategic communication plan.	Communications and Engagement Director	Strategic Visioning
Works closely with elected officials and department leadership as the communications partner on a variety of strategic initiatives.	Develop and implement an ongoing strategic communication plan.	Communications and Engagement Director	Strategic Visioning
Identifies City communication needs and provides ongoing direction of implementation.	Develop and implement an ongoing strategic communication plan.	Communications and Engagement Director	Brand Management
Provides communication recommendations and resources to ensure consistent City voice and brand.	Develop and implement an ongoing strategic communication plan.	Communications and Engagement Director	Brand Management
Collaborates with City staff to develop department specific communications.	Develop and implement an ongoing strategic communication plan.	Communications and Engagement Director	Event and Program Promotion
Develops City engagement goals and resources for staff.	Champion efforts to increase community engagement.	Communications and Engagement Director	Community Engagement
Creates opportunities to form relationships and coalitions with City populations not currently engaged.	Champion efforts to increase community engagement.	Communications and Engagement Director	Community Engagement
Leads and assesses innovative event strategies to increase public participation.	Champion efforts to increase community engagement.	Communications and Engagement Director	Community Engagement
Develops and implements video programming regarding specific City programs or issues of interest.	Champion efforts to increase community engagement.	Communications and Engagement Director	Video and Multimedia Production
Plans, schedules, and supervises staff and production activities.	Manage Burnsville Community Television	Communications and Engagement Director	Public Meetings and Live Event Coverage
Manages Public, Education and Government television and cable administration for the City.	Manage Burnsville Community Television	Communications and Engagement Director	Video and Multimedia Production
Provides direction for budgeting, facilities, equipment and programming.	Manage Burnsville Community Television	Communications and Engagement Director	Public Access Programming
Serves as the primary staff liaison for all cable franchise evaluation, initiations and renewals.	Manage Burnsville Community Television	Communications and Engagement Director	Video and Multimedia Production

DESCRIPTION	PRIORITY	REQUIRED
Provide strategic visioning to ensure the department is meeting the organizational priorities.	Community Engagement	No
Provide strategic visioning to ensure the department is meeting the organizational priorities.	Community Engagement	No
Provide strategic visioning to ensure the department is meeting the organizational priorities.	Community Engagement	No
Ensure the city's brand and voice is consistent and effective at telling our story and manage our reputation.	Community Engagement	No
Ensure the city's brand and voice is consistent and effective at telling our story and manage our reputation.	Community Engagement	No
Promote and market city events, programs, and other important information sharing through digital, print, and other media outlets.	Community Engagement	No
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Take a lead role in the City's efforts to engage with the community. Provide support to departments in making outrageous efforts to reach and connect with the community. Attend and coordinate engagement events alongside other city staff. Manage the community engagement vehicle and supplies.	Community Engagement	No
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Plan for and operate equipment at public meetings and other live events, such as football games or festival and fire muster parade.	Community Engagement	Yes
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No
Manage the public access programming channels and public access content.	Community Engagement	Yes
Produce high-quality multi-media videos for education, events, and promotion of city events and programs. Manage the City's YouTube and video production library.	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Develops, implements and manages the City's use of all web-based communications.	Provide direction for all City media relations activities.	Communications and Engagement Director	Public Access Programming
Oversees the City's social media presence, parameters and content schedule.	Provide direction for all City media relations activities.	Communications and Engagement Director	Social Media Management
Communicates regularly with key media contacts.	Provide direction for all City media relations activities.	Communications and Engagement Director	Media and Public Relations
Composes and distributes press releases and coordinates City response to media requests.	Provide direction for all City media relations activities.	Communications and Engagement Director	Media and Public Relations
Works closely with City leaders to draft speeches, remarks and talking points.	Provide direction for all City media relations activities.	Communications and Engagement Director	Media and Public Relations
Serves as Public Information Officer during critical incidents.	Provide direction for all City media relations activities.	Communications and Engagement Director	Crisis Communications
Assists City leadership with coordinating public information aspects of the Emergency Operations Plan.	Provide direction for all City media relations activities.	Communications and Engagement Director	Crisis Communications
Coordinates content, production and distribution of internal and external publications.	Oversee implementation of all City print publications.	Communications and Engagement Director	Event and Program Promotion
Oversees production of quarterly City newsletter, annual recreation publication, bi-annual community guides and all other printed materials.	Oversee implementation of all City print publications.	Communications and Engagement Director	Event and Program Promotion
Leads the creation of multilingual print materials to engage community partners.	Oversee implementation of all City print publications.	Communications and Engagement Director	Event and Program Promotion
Ensures compliance of all printed materials with brand guidelines.	Oversee implementation of all City print publications.	Communications and Engagement Director	Event and Program Promotion

DESCRIPTION	PRIORITY	REQUIRED
Manage the public access programming channels and public access content.	Community Engagement	Yes
Create content and manage the city's social media presence to best connect and engage with the community.	Community Engagement	No
Develops and maintains positive relations with media to ensure accurate and timely information is available to the community. Assists in script and press release writing for events, promotions, and more.	Community Engagement	No
Develops and maintains positive relations with media to ensure accurate and timely information is available to the community. Assists in script and press release writing for events, promotions, and more.	Community Engagement	No
Develops and maintains positive relations with media to ensure accurate and timely information is available to the community. Assists in script and press release writing for events, promotions, and more.	Community Engagement	No
Ensure accurate and timely information is shared to the public during emergency or crisis situations.	Community Engagement	No
Ensure accurate and timely information is shared to the public during emergency or crisis situations.	Community Engagement	No
Promote and market city events, programs, and other important information sharing through digital, print, and other media outlets.	Community Engagement	No
Promote and market city events, programs, and other important information sharing through digital, print, and other media outlets.	Community Engagement	No
Promote and market city events, programs, and other important information sharing through digital, print, and other media outlets.	Community Engagement	No
Promote and market city events, programs, and other important information sharing through digital, print, and other media outlets.	Community Engagement	No

COMMUNITY DEVELOPMENT

DETAILED SERVICE INVENTORY

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Implements and assists planning team in administering zoning, subdivision, and city code regulations	Responds to request for zoning and land use information.	Associate Planner
Implements and assists planning team in administering zoning, subdivision, and city code regulations	Reviews, interprets and applies city code	Associate Planner
Implements and assists planning team in administering zoning, subdivision, and city code regulations	Review, interprets and applies city code	Associate Planner
Use your strengths to create great experiences in our organization and community.	Make outrageous efforts to reach and connect the community.	Associate Planner
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Associate Planner
Works actively with applicants, consultants, the community, and City staff to evaluate development applications.	Analyzes development proposals for compliance with codes and ordinances.	Associate Planner
Implements and assists planning team in administering zoning, subdivision, and city code regulations	Responds to request for zoning and land use information.	Associate Planner
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Associate Planner
Works actively with applicants, consultants, the community, and City staff to evaluate development applications.	Reviews site improvements in the field for conformance with approved plans	Associate Planner
Works actively with applicants, consultants, the community, and City staff to evaluate development applications.	Documents and communicates findings and recommendations	Associate Planner
Implements and assists planning team in administering zoning, subdivision, and city code regulations	Assists in permit and license review for compliance with the city code	Associate Planner
Works actively with applicants, consultants, the community, and City staff to evaluate development applications.	Analyzes development proposals for compliance with codes and ordinances.	Associate Planner
Works actively with applicants, consultants, the community, and City staff to evaluate development applications.	Analyzes development proposals for compliance with codes and ordinances.	Associate Planner

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No
Prepare and Issue administrative citations for enforcement	Approve issuance of administrative citations for violation of codes as needed or required.	Safety	No
Prepare and Issue criminal citations for enforcement	Approve issuance of criminal citations for violations of codes as needed or required.	Safety	No
Community Engagement	Building and Planning/Zoning education efforts including brochures, handouts, homeowners workshop event and speaking engagements.	Community Engagement	No
Professional Development	Burnsville University training and professional development	Organizational Culture	No
Rule compliance	DNR, FEMA, watershed districts, wetlands, small cell wireless: assures compliance with rules and collaborates with Natural Resources and Engineering Departments as necessary	Community Vibrancy	Yes
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No
Inspections (Planning)	Landscaping inspections to verify compliance with approved plan	Community Vibrancy	Yes
Legal Documents	Logistical coordination of legal documents with developers, property owners, and financially responsible entities to ensure documents are property recorded and filed with the County.	Community Vibrancy	Yes
Customer Service	Pre-meetings with property owners, businesses, project representatives on new development, redevelopment, business ventures, tenant improvements.	Community Vibrancy	No
Legal Documents	Preparation of legal documents including ordinances, summary ordinances, resolutions, findings of fact, development agreements and development contracts	Community Vibrancy	Yes
Development Review Project Management	Project management related to the following Development applications: Comprehensive plan amendments, zoning amendments, Conditional Use Permits, Variances, Planned Unit Developments, Interim Use Permits, Plats. Includes analysis with local, state and federal regulations, collaboration with internal and external partners, developers/property owners, communication, technical backgrounds to Planning Commission and City Council, legal document coordination and approval.	Community Vibrancy	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Works actively with applicants, consultants, the community, and City staff to evaluate development applications.	Analyzes development proposals for compliance with codes and ordinances.	Associate Planner
Implements and assists planning team in administering zoning, subdivision, and city code regulations	Assists in permit and license review for compliance with the city code	Associate Planner
Implements and assists planning team in administering zoning, subdivision, and city code regulations	Assists in permit and license review for compliance with the city code	Associate Planner
Implements and assists planning team in administering zoning, subdivision, and city code regulations	Reviews, interprets and applies city code	Associate Planner
Implements and assists planning team in administering zoning, subdivision, and city code regulations	Assists in permit and license review for compliance with the city code	Associate Planner
Implements and assists planning team in administering zoning, subdivision, and city code regulations	Assists in permit and license review for compliance with the city code	Associate Planner
Presents to prepares recommendations to Planning Commission	Prepares backgrounds for Planning Commission and City Council meetings	Associate Planner
Works actively with applicants, consultants, the community, and City staff to evaluate development applications.	Reviews site improvements in the field for conformance with approved plans	Associate Planner
Implements and assists planning team in administering zoning, subdivision, and city code regulations	Assists in permit and license review for compliance with the city code	Associate Planner
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Associate Planner
Implements and assists planning team in administering zoning, subdivision, and city code regulations	Reviews, interprets and applies city code	Associate Planner
Implements and assists planning team in administering zoning, subdivision, and city code regulations	Review, interprets and applies city code	Associate Planner
Presents to prepares recommendations to Planning Commission	Prepares backgrounds for Planning Commission and City Council meetings	Associate Planner
Conduct combination inspections on all types of structures to ensure compliance with the State Building, Energy, Plumbing, Mechanical, Electrical and Fuel Gas Codes.	Educate contractors, architects, engineers, and property owners on codes to ensure their understanding and conformance with state and city codes.	Building Safety Inspector I
Conduct combination inspections on all types of structures to ensure compliance with the State Building, Energy, Plumbing, Mechanical, Electrical and Fuel Gas Codes.	Occasionally conduct inspections and enforcement of the Property Maintenance Code and act to ensure compliance.	Building Safety Inspector I

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Administrative Review of projects	Review of applications and proposals that meet city code and do not require a public hearing	Community Vibrancy	Yes
Permits	Review of grading permits	Infrastructure	Yes
Sign Permit Review	Review of Sign Permits (customer service-interpretation of code, correspondence, inspections).	Community Vibrancy	Yes
Zoning Compliance	Review of state licenses for zoning compliance: auto dealership license and cosmetology	Community Vibrancy	No
Permits	Review of tree removal permits including replacement plan	Sustainability	Yes
Zoning Compliance	Review of Zoning Permits for compliance with Title 10. Includes customer service, correspondence and inspection.	Community Vibrancy	Yes
Technical Backgrounds	Routinely prepares technical backgrounds/staff reports to the Planning Commission, City Council, Economic Development Commission and Economic Development Authority.	Community Engagement	Yes
Inspections (Planning)	Site inspections for new development and redevelopment to verify compliance with approved plan	Community Vibrancy	No
Permit Review and Administration	Special event permit—review and comments	Community Vibrancy	Yes
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Administrative Review of Projects	Waivers of Subdivision: review, processing, communication related to minor division of land or change in property lines.	Community Vibrancy	Yes
Zoning Ordinance Administration		Community Vibrancy	Yes
Prepare backgrounds and research for council agenda items		Infrastructure	Yes
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No
Prepare and Issue administrative citations for enforcement	Approve issuance of administrative citations for violation of codes as needed or required.	Safety	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Conduct combination inspections on all types of structures to ensure compliance with the State Building, Energy, Plumbing, Mechanical, Electrical and Fuel Gas Codes.	Occasionally conduct inspections and enforcement of the Property Maintenance Code and act to ensure compliance.	Building Safety Inspector I
Use your strengths to create great experiences in our organization and community.	Make outrageous efforts to reach and connect the community.	Building Safety Inspector I
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Building Safety Inspector I
Conduct combination inspections on all types of structures to ensure compliance with the State Building, Energy, Plumbing, Mechanical, Electrical and Fuel Gas Codes.	Educate contractors, architects, engineers, and property owners on codes to ensure their understanding and conformance with state and city codes.	Building Safety Inspector I
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Building Safety Inspector I
Review permit applications to ensure that they reflect the work to be done.	Notify permit holders, architects, and engineers of any deficiencies found	Building Safety Inspector I
Conduct combination inspections on all types of structures to ensure compliance with the State Building, Energy, Plumbing, Mechanical, Electrical and Fuel Gas Codes.	Educate contractors, architects, engineers, and property owners on codes to ensure their understanding and conformance with state and city codes.	Building Safety Inspector I
Conduct combination inspections on all types of structures to ensure compliance with the State Building, Energy, Plumbing, Mechanical, Electrical and Fuel Gas Codes.	Respond to questions or complaints in a timely manner	Building Safety Inspector I
Review plans, specifications, and engineering calculations to ensure they meet all State Building, Energy, Plumbing, Mechanical, Electrical and Fuel Gas codes.	Coordinate plan review and inspections with engineering department, planning department, and fire department.	Building Safety Inspector I
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Building Safety Inspector I
Conduct combination inspections on all types of structures and has state delegation in one or more areas: to ensure compliance with the State Building, Energy, Plumbing, Mechanical, Electrical and Fuel Gas Codes.	Respond to questions or complaints in a timely manner	Building Safety Inspector II
Conduct combination inspections on all types of structures and has state delegation in one or more areas: to ensure compliance with the State Building, Energy, Plumbing, Mechanical, Electrical and Fuel Gas Codes.	Occasionally conduct inspections and enforcement of the Property Maintenance Code and act to ensure compliance.	Building Safety Inspector II

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Prepare and Issue criminal citations for enforcement	Approve issuance of criminal citations for violations of codes as needed or required.	Safety	No
Community Engagement	Building and Planning/Zoning education efforts including brochures, handouts, homeowners workshop event and speaking engagements.	Community Engagement	No
Professional Development	Burnsville University training and professional development	Organizational Culture	No
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No
Trade Specific Inspection	In-house BV issues permits for Electrical, Plumbing, HVAC (Heating Ventilation and Air Conditioning). Depending on factors such as Residential /Commercial/ Industrial/License Facility/Institutional each trade must be license/certified in order to inspect.	Safety	Yes
Building Safety Department responsibilities	Oversee the administration of special provisions, commercial buildings, elevators and related devices, residential buildings, existing buildings, electrical, flood-proofing, energy conservation, accessibility, mechanical and fuel gas, plumbing, high pressure piping systems, manufactured homes, prefabricated structures, industrialized/modular buildings, and storm shelters	Safety	Yes
Customer Service	Pre-meetings with property owners, businesses, project representatives on new development, redevelopment, business ventures, tenant improvements.	Community Vibrancy	No
Permit Review and Administration	Special event permit—review and comments	Community Vibrancy	Yes
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No
Prepare and Issue administrative citations for enforcement	Approve issuance of administrative citations for violation of codes as needed or required.	Safety	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Conduct combination inspections on all types of structures and has state delegation in one or more areas: to ensure compliance with the State Building, Energy, Plumbing, Mechanical, Electrical and Fuel Gas Codes.	Occasionally conduct inspections and enforcement of the Property Maintenance Code and act to ensure compliance.	Building Safety Inspector II
Use your strengths to create great experiences in our organization and community.	Make outrageous efforts to reach and connect the community.	Building Safety Inspector II
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Building Safety Inspector II
Conduct combination inspections on all types of structures and has state delegation in one or more areas: to ensure compliance with the State Building, Energy, Plumbing, Mechanical, Electrical and Fuel Gas Codes.	Respond to questions or complaints in a timely manner	Building Safety Inspector II
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Building Safety Inspector II
Review permit applications to ensure that they reflect the work to be done.	Notify permit holders, architects, and engineers of any deficiencies found	Building Safety Inspector II
Conduct combination inspections on all types of structures and has state delegation in one or more areas: to ensure compliance with the State Building, Energy, Plumbing, Mechanical, Electrical and Fuel Gas Codes.	Educate contractors, architects, engineers, and property owners on codes to ensure their understanding and conformance with state and city codes.	Building Safety Inspector II
Conduct combination inspections on all types of structures and has state delegation in one or more areas: to ensure compliance with the State Building, Energy, Plumbing, Mechanical, Electrical and Fuel Gas Codes.	Respond to questions or complaints in a timely manner	Building Safety Inspector II
Review plans, specifications, and engineering calculations to ensure they meet all State Building, Energy, Plumbing, Mechanical, Electrical and Fuel Gas codes.	Coordinate plan review and inspections with engineering department, planning department, and fire department.	Building Safety Inspector II
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Building Safety Inspector II
Manage the building permit and license program to ensure safe buildings and construction.	Communicate with architects, engineers, contractors and property owners to interpret and clarify code requirements.	Chief Building Official
Manage the building permit and license program to ensure safe buildings and construction.	Resolve complaints and concerns regarding building code administration and enforcement.	Chief Building Official

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Prepare and Issue criminal citations for enforcement	Approve issuance of criminal citations for violations of codes as needed or required.	Safety	No
Community Engagement	Building and Planning/Zoning education efforts including brochures, handouts, homeowners workshop event and speaking engagements.	Community Engagement	No
Professional Development	Burnsville University training and professional development	Organizational Culture	No
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No
Trade Specific Inspection	In-house BV issues permits for Electrical, Plumbing, HVAC (Heating Ventilation and Air Conditioning). Depending on factors such as Residential /Commercial/ Industrial/License Facility/Institutional each trade must be license/certified in order to inspect.	Safety	Yes
Building Safety Department responsibilities	Oversee the administration of special provisions, commercial buildings, elevators and related devices, residential buildings, existing buildings, electrical, flood-proofing, energy conservation, accessibility, mechanical and fuel gas, plumbing, high pressure piping systems, manufactured homes, prefabricated structures, industrialized/modular buildings, and storm shelters	Safety	Yes
Customer Service	Pre-meetings with property owners, businesses, project representatives on new development, redevelopment, business ventures, tenant improvements.	Community Vibrancy	No
Permit Review and Administration	Special event permit—review and comments	Community Vibrancy	Yes
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No
Prepare and Issue administrative citations for enforcement	Approve issuance of administrative citations for violation of codes as needed or required.	Safety	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Manage the building permit and license program to ensure safe buildings and construction.	Resolve complaints and concerns regarding building code administration and enforcement.	Chief Building Official
Use your strengths to create great experiences in our organization and community.	Make outrageous efforts to reach and connect the community.	Chief Building Official
Use your strengths to create great experiences in our organization and community.	Make outrageous efforts to reach and connect the community.	Chief Building Official
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Chief Building Official
Use your strengths to create great experiences in our organization and community.	Make outrageous efforts to reach and connect the community.	Chief Building Official
Managers are great coaches who create the kind of workplace experience where people can thrive.	Create an environment where your team can do what they do best every day.	Chief Building Official
Lead building safety team to ensure safe and healthy housing, neighborhoods and businesses.	Prepare and monitor the building safety budget.	Chief Building Official
Manage the building inspection program to ensure safe buildings and construction.	Develop and implement operating procedures and processes consistent with adopted ordinances and policies.	Chief Building Official
Use your strengths to create great experiences in our organization and community.	Make outrageous efforts to reach and connect the community.	Chief Building Official
Manage the building permit and license program to ensure safe buildings and construction.	Communicate with architects, engineers, contractors and property owners to interpret and clarify code requirements.	Chief Building Official
Managers are great coaches who create the kind of workplace experience where people can thrive.	Create an environment where your team can do what they do best every day.	Chief Building Official
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Chief Building Official
Lead building safety team to ensure safe and healthy housing, neighborhoods and businesses.	Lead the building safety team to ensure conformance with ordinances, policies, codes and regulations and provide work direction and supervision.	Chief Building Official
Lead building safety team to ensure safe and healthy housing, neighborhoods and businesses.	Support and assist other departments with administering and enforcing construction codes.	Chief Building Official
Use your strengths to create great experiences in our organization and community.	Make outrageous efforts to reach and connect the community.	Chief Building Official

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Prepare and Issue criminal citations for enforcement	Approve issuance of criminal citations for violations of codes as needed or required.	Safety	No
Community Engagement	Booth staff at events: Party on the Plaza, Fire Muster, Yappy Hour, other as requested or as it aligns with other outreach efforts	Community Engagement	No
Community Engagement	Building and Planning/Zoning education efforts including brochures, handouts, homeowners workshop event and speaking engagements.	Community Engagement	No
Professional Development	Burnsville University training and professional development	Organizational Culture	No
Communication	Contributor of content for City publications including Burnsville in Brief and Burnsville Bulletin	Community Engagement	No
Hire new employees	Coordinate hiring new staff with HR	Organizational Culture	No
Community Development (all)	Coordinating department budget, maintaining control of expenditures within budget limitations, recommending service delivery improvements, administering contracts and analyzing staffing, equipment and technology needs.	Sustainability	Yes
Consultant Management	Coordination with consultants—includes 5-year pool of consultants (planning) Building department consultants (electrical inspector, building engineering, septic tanks) and consultants hired for special studies or temporary projects	Sustainability	No
Community Engagement	Develop positive relationships with community groups, businesses and residents. Connect with community organizations and activities in a manner that promotes a positive image of the city.	Community Vibrancy	No
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No
People Management	Hiring employees, coaching, routine staff check ins, performance reviews, timesheet review	Organizational Culture	No
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No
Trade Specific Inspection	In-house BV issues permits for Electrical, Plumbing, HVAC (Heating Ventilation and Air Conditioning). Depending on factors such as Residential /Commercial/ Industrial/License Facility/Institutional each trade must be license/certified in order to inspect.	Safety	Yes
Code Enforcement case preparation	Liaison to legal team, prepare enforcement briefs, and testify in court as necessary.	Community Vibrancy	No
Community Engagement	Night to Unite- staff event and provide community outreach on Current City and Community Development topics	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Manage the building permit and license program to ensure safe buildings and construction.	Develop and implement operating procedures consistent with adopted ordinances and policies.	Chief Building Official
Manage the building permit and license program to ensure safe buildings and construction.	Communicate with architects, engineers, contractors and property owners to interpret and clarify code requirements.	Chief Building Official
Managers are great coaches who create the kind of workplace experience where people can thrive.	Hold yourself and your team accountable by evaluating performance and addressing challenges.	Chief Building Official
Managers are great coaches who create the kind of workplace experience where people can thrive.	Create an environment where your team can do what they do best every day.	Chief Building Official
Lead building safety team to ensure safe and healthy housing, neighborhoods and businesses.	Support and assist other departments with administering and enforcing construction codes.	Chief Building Official
Use your strengths to create great experiences in our organization and community.	Make outrageous efforts to reach and connect the community.	Chief Building Official
Lead building safety team to ensure safe and healthy housing, neighborhoods and businesses.	Lead the building safety team to ensure conformance with ordinances, policies, codes and regulations and provide work direction and supervision.	Chief Building Official
Manage the building permit and license program to ensure safe buildings and construction.	Recommend ordinance and policies to enhance building safety programs.	Chief Building Official
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Chief Building Official
Managers are great coaches who create the kind of workplace experience where people can thrive.	Create an environment where your team can do what they do best every day.	Chief Building Official
Lead building safety team to ensure safe and healthy housing, neighborhoods and businesses.	Prepare and monitor the building safety budget.	Chief Building Official
Manage the building permit and license program to ensure safe buildings and construction.	Recommend ordinance and policies to enhance building safety programs.	Chief Building Official
Provides excellent support to the public and internal staff.	Provides administrative and logistical support for community development initiatives.	Community Development Assistant
Provides excellent support to the public and internal staff.	Responds to inquiries zoning or subdivision, current projects/programs or other planning or economic development related items.	Community Development Assistant

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Building Safety Department responsibilities	Oversee the administration of special provisions, commercial buildings, elevators and related devices, residential buildings, existing buildings, electrical, flood-proofing, energy conservation, accessibility, mechanical and fuel gas, plumbing, high pressure piping systems, manufactured homes, prefabricated structures, industrialized/modular buildings, and storm shelters	Safety	Yes
Customer Service	Pre-meetings with property owners, businesses, project representatives on new development, redevelopment, business ventures, tenant improvements.	Community Vibrancy	No
Employee reviews	Provide regular feedback to staff and conduct annual reviews	Organizational Culture	No
Employee Safety Training	Provide safety training opportunities to staff to prevent injury and illness in the workplace.	Organizational Culture	Yes
Emergency	Provide subject matter expertise on compromised buildings following a Fire, Building failure, or weather destruction. Assist with Emergency management action and follow-up	Safety	Yes
Community Engagement	Speaking engagements as requested—schools, apartments, business groups, civic groups	Community Engagement	No
Permit Review and Administration	Special event permit—review and comments	Community Vibrancy	Yes
Code Task Force	Subject Matter Experts (SME) for Code Task Force	Safety	No
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Inspection Vehicles	Transportation needed for Face to Face and in person inspection on-site inspection. Refuel, schedule maintenance and repair.	Infrastructure	No
Financial management	Wells Fargo P-card review, invoicing, check requests, budget review	Sustainability	Yes
Prepare backgrounds and research for council agenda items		Infrastructure	Yes
Software systems administration	Administration of Open Gov software: Vendor meetings, admin collaboration, routing of plans/documents, coordination of uploaded documents, customer service (assisting with navigation).	Infrastructure	No
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Assists the department with effective communication using a variety of mediums.	Monitors and updates the Planning and Economic Development sections of the City website, handouts, brochures, e-newsletters, other public documents and marketing materials to ensure the accuracy of the information.	Community Development Assistant
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Community Development Assistant
Provides technical assistance to department staff and others.	Serves as support staff to Planning Commission, Economic Development Commission and other committees and commissions as assigned.	Community Development Assistant
Assists the department with effective communication using a variety of mediums.	Monitors and updates the Planning and Economic Development sections of the City website, handouts, brochures, e-newsletters, other public documents and marketing materials to ensure the accuracy of the information.	Community Development Assistant
Provides excellent support to the public and internal staff.	Responds to inquiries zoning or subdivision, current projects/programs or other planning or economic development related items.	Community Development Assistant
Provides technical assistance to department staff and others.	Responsible for document management for the department.	Community Development Assistant
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Community Development Assistant
Provides excellent support to the public and internal staff.	Coordinates and tracks development applications to ensure compliance with state law.	Community Development Assistant
Provides excellent support to the public and internal staff.	Coordinates drafting, signing, and recording of all agreements and legal documents	Community Development Assistant
Assists the department with effective communication using a variety of mediums.	Prepares legal notices and public hearing notices for the Planning Commission and Economic Development Authority	Community Development Assistant
Provides excellent support to the public and internal staff.	Coordinates drafting, signing, and recording of all agreements and legal documents	Community Development Assistant
Provides excellent support to the public and internal staff.	Coordinates drafting, signing, and recording of all agreements and legal documents	Community Development Assistant
Provides excellent support to the public and internal staff.	Assists the department staff with review of development applications.	Community Development Assistant
Provides excellent support to the public and internal staff.	Assists the department staff with review of development applications.	Community Development Assistant

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Community Engagement	Building and Planning/Zoning education efforts including brochures, handouts, homeowners workshop event and speaking engagements.	Community Engagement	No
Professional Development	Burnsville University training and professional development	Organizational Culture	No
Recording secretary	CD Administrative Assistant serves as recording secretary for the Planning Commission and Economic Development Commission	Organizational Culture	Yes
Webpage Updates	Collaboration on webpage or website creation for special projects. Updates to content on department webpages.	Community Engagement	No
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No
Data Requests	Gov QA data requests: includes research, assembly of material, redaction of material as applicable.	Community Engagement	Yes
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No
IT Services	IT Liaison--Planning & Building staff trained in basic IT work to assist and support Community Development department	Organizational Culture	No
Legal Documents	Logistical coordination of legal documents with developers, property owners, and financially responsible entities to ensure documents are properly recorded and filed with the County.	Community Vibrancy	Yes
Legal Notices	Logistical support for publishing of legal notices in the newspaper, via postal mail and on-site notification	Community Engagement	Yes
Notary Public Services	Notary signing of legal documents related to Development Review projects, zoning compliance or other City needs.	Sustainability	Yes
Legal Documents	Preparation of legal documents including ordinances, summary ordinances, resolutions, findings of fact, development agreements and development contracts	Community Vibrancy	Yes
Development Review Project Management	Project management related to the following Development applications: Comprehensive plan amendments, zoning amendments, Conditional Use Permits, Variances, Planned Unit Developments, Interim Use Permits, Plats. Includes analysis with local, state and federal regulations, collaboration with internal and external partners, developers/property owners, communication, technical backgrounds to Planning Commission and City Council, legal document coordination and approval.	Community Vibrancy	Yes
Admin for community development software	Provide department support with installation, maintenance and administration of community development software as needed and directed.	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Provides technical assistance to department staff and others.	Responsible for document management for the department.	Community Development Assistant
Provides technical assistance to department staff and others.	Creates GIS maps for City staff including location maps, special project maps, presentation maps and property owner lists.	Community Development Assistant
Assists the department with effective communication using a variety of mediums.	Monitors and updates the Planning and Economic Development sections of the City website, handouts, brochures, e-newsletters, other public documents and marketing materials to ensure the accuracy of the information.	Community Development Assistant
Provides technical assistance to department staff and others.	Reviews and issues department related permits.	Community Development Assistant
Provides technical assistance to department staff and others.	Reviews and issues department related permits.	Community Development Assistant
Provides technical assistance to department staff and others.	Reviews and issues department related permits.	Community Development Assistant
Provides technical assistance to department staff and others.	Reviews and issues department related permits.	Community Development Assistant
Provides technical assistance to department staff and others.	Responsible for document management for the department.	Community Development Assistant
Provides technical assistance to department staff and others.	Research planning and economic development items under the direction of department staff.	Community Development Assistant
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Community Development Assistant
Provides excellent support to the public and internal staff.	Responds to inquiries zoning or subdivision, current projects/programs or other planning or economic development related items.	Community Development Assistant
Provides effective professional leadership, positioning the City to meet the community's current and future needs.	Develops and maintains positive relationships with staff, council, citizens, and other agencies.	Deputy City Manager - Community Development Director
Provides effective professional leadership, positioning the City to meet the community's current and future needs.	Develops and maintains positive relationships with staff, council, citizens, and other agencies.	Deputy City Manager - Community Development Director
Use your strengths to create great experiences in our organization and community.	Make outrageous efforts to reach and connect the community.	Deputy City Manager - Community Development Director
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Deputy City Manager - Community Development Director
Provides strategic oversight and leadership of the City's community development efforts to guide positive organizational outcomes.	Oversees the City's planning and zoning, building inspections, business licensing, code enforcement, economic development, and housing programs, with the assistance of the deputy community development director.	Deputy City Manager - Community Development Director

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Public Data Requests	Provide public records upon request	Community Engagement	Yes
GIS	Responsible for creation of maps (zoning, aerial location) for development review projects, special projects as needed, and data management related to department subject matter.	Community Engagement	No
Online Maps	Responsible for populating and updating content for the Development map and Commercial Property map on the City website	Community Vibrancy	No
Administrative Review of projects	Review of applications and proposals that meet city code and do not require a public hearing	Community Vibrancy	Yes
Sign Permit Review	Review of Sign Permits (customer service-interpretation of code, correspondence, inspections).	Community Vibrancy	Yes
Zoning Compliance	Review of state licenses for zoning compliance: auto dealership license and cosmetology	Community Vibrancy	No
Zoning Compliance	Review of Zoning Permits for compliance with Title 10. Includes customer service, correspondence and inspection.	Community Vibrancy	Yes
Data Retention Management	Scanning of permanent records into Laserfiche system	Organizational Culture	No
Internal Collaboration	Statistics as requested by other departments for grant applications or reporting: population, employment, permit numbers, etc.	Organizational Culture	No
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Zoning Ordinance Administration		Community Vibrancy	Yes
Outside partnerships	Active collaboration and communication with ISD191 staff on ways to strengthen the positive perception of the Burnsville community including the schools.	Community Engagement	No
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No
Community Engagement	Booth staff at events: Party on the Plaza, Fire Muster, Yappy Hour, other as requested or as it aligns with other outreach efforts	Community Engagement	No
Professional Development	Burnsville University training and professional development	Organizational Culture	No
Communication	Contributor of content for City publications including Burnsville in Brief and Burnsville Bulletin	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Managers are great coaches who create the kind of workplace experience where people can thrive.	Create an environment where your team can do what they do best every day.	Deputy City Manager - Community Development Director
Provides strategic oversight and leadership of the City's community development efforts to guide positive organizational outcomes.	Oversee preparation and management of the department's annual budget and monitor budget performance throughout the year.	Deputy City Manager - Community Development Director
Provides strategic oversight and leadership of the City's community development efforts to guide positive organizational outcomes.	Oversees the City's planning and zoning, building inspections, business licensing, code enforcement, economic development, and housing programs, with the assistance of the deputy community development director.	Deputy City Manager - Community Development Director
Provides effective professional leadership, positioning the City to meet the community's current and future needs.	Develops and maintains positive relationships with staff, council, citizens, and other agencies.	Deputy City Manager - Community Development Director
Provides effective professional leadership, positioning the City to meet the community's current and future needs.	Develops and maintains positive relationships with staff, council, citizens, and other agencies.	Deputy City Manager - Community Development Director
Managers are great coaches who create the kind of workplace experience where people can thrive.	Hold yourself and your team accountable by evaluating performance and addressing challenges.	Deputy City Manager - Community Development Director
Provides strategic oversight and leadership of the City's community development efforts to guide positive organizational outcomes.	Oversees the City's planning and zoning, building inspections, business licensing, code enforcement, economic development, and housing programs, with the assistance of the deputy community development director.	Deputy City Manager - Community Development Director
Provides strategic oversight and leadership of the City's community development efforts to guide positive organizational outcomes.	Oversees the City's planning and zoning, building inspections, business licensing, code enforcement, economic development, and housing programs, with the assistance of the deputy community development director.	Deputy City Manager - Community Development Director
Provides strategic oversight and leadership of the City's community development efforts to guide positive organizational outcomes.	Oversees the City's planning and zoning, building inspections, business licensing, code enforcement, economic development, and housing programs, with the assistance of the deputy community development director.	Deputy City Manager - Community Development Director
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Deputy City Manager - Community Development Director
Provides effective professional leadership, positioning the City to meet the community's current and future needs.	Develops and maintains positive relationships with staff, council, citizens, and other agencies.	Deputy City Manager - Community Development Director
Provides effective professional leadership, positioning the City to meet the community's current and future needs.	Develops and maintains positive relationships with staff, council, citizens, and other agencies.	Deputy City Manager - Community Development Director

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Hire new employees	Coordinate hiring new staff with HR	Organizational Culture	No
Community Development (all)	Coordinating department budget, maintaining control of expenditures within budget limitations, recommending service delivery improvements, administering contracts and analyzing staffing, equipment and technology needs.	Sustainability	Yes
Consultant Management	Coordination with consultants—includes 5-year pool of consultants (planning) Building department consultants (electrical inspector, building engineering, septic tanks) and consultants hired for special studies or temporary projects	Sustainability	No
Community Engagement	Develop positive relationships with community groups, businesses and residents. Connect with community organizations and activities in a manner that promotes a positive image of the city.	Community Vibrancy	No
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No
People Management	Hiring employees, coaching, routine staff check ins, performance reviews, timesheet review	Organizational Culture	No
Strategic Planning	Implementation of the Center Village Vision	Community Vibrancy	No
Strategic Planning	Implementation of the Heart of the City Design Framework	Community Vibrancy	No
Strategic Planning	Implementation of the Integrated Marketing and Communications Plan	Community Vibrancy	No
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No
Community Engagement	Logistical support for Mayor's CEO group	Community Engagement	No
Community Engagement	Night to Unite- staff event and provide community outreach on Current City and Community Development topics	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Provides strategic oversight and leadership of the City's community development efforts to guide positive organizational outcomes.	Oversees the City's planning and zoning, building inspections, business licensing, code enforcement, economic development, and housing programs, with the assistance of the deputy community development director.	Deputy City Manager - Community Development Director
Provides effective professional leadership, positioning the City to meet the community's current and future needs.	Develops and maintains positive relationships with staff, council, citizens, and other agencies.	Deputy City Manager - Community Development Director
Provides effective professional leadership, positioning the City to meet the community's current and future needs.	Develops and maintains positive relationships with staff, council, citizens, and other agencies.	Deputy City Manager - Community Development Director
Works closely with the city manager and performs duties in the absence of the city manager.	Represents the City at various meetings and with outside government agencies, non-profits and other citizen groups relative to goals, actions and activities of the City.	Deputy City Manager - Community Development Director
Provides strategic oversight and leadership of the City's community development efforts to guide positive organizational outcomes.	Oversees the City's planning and zoning, building inspections, business licensing, code enforcement, economic development, and housing programs, with the assistance of the deputy community development director.	Deputy City Manager - Community Development Director
Managers are great coaches who create the kind of workplace experience where people can thrive.	Hold yourself and your team accountable by evaluating performance and addressing challenges.	Deputy City Manager - Community Development Director
Managers are great coaches who create the kind of workplace experience where people can thrive.	Create an environment where your team can do what they do best every day.	Deputy City Manager - Community Development Director
Works closely with the city manager and performs duties in the absence of the city manager.	Represents the City at various meetings and with outside government agencies, non-profits and other citizen groups relative to goals, actions and activities of the City.	Deputy City Manager - Community Development Director
Works closely with the city manager and performs duties in the absence of the city manager.	Represents the City at various meetings and with outside government agencies, non-profits and other citizen groups relative to goals, actions and activities of the City.	Deputy City Manager - Community Development Director
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Deputy City Manager - Community Development Director
Provides effective professional leadership, positioning the City to meet the community's current and future needs.	Communicates regularly with Mayor and Council as needed on regular or urgent matters.	Deputy City Manager - Community Development Director
Provides strategic oversight and leadership of the City's community development efforts to guide positive organizational outcomes.	Oversee preparation and management of the department's annual budget and monitor budget performance throughout the year.	Deputy City Manager - Community Development Director
Use your strengths to create great experiences in our organization and community.	Make outrageous efforts to reach and connect the community.	Deputy Community Development Director
Lead the operations of economic development, planning, housing, and neighborhood services.	Oversee grants, loans, and financial assistance in alignment with the development tools policy.	Deputy Community Development Director

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Comprehensive Plan Update and Implementation	Oversees the Comprehensive Plan update every 10 years. Required by the Metropolitan Council. Generally, a yearlong process including community engagement, collaboration with other departments and consultants, check ins with policy makers. Planning Commission and City Council. Implementation of plan after adoption.	Infrastructure	Yes
Outside Partnerships	Participates in Dakota County Community Development City/County staff group	Organizational Culture	No
Customer Service	Pre-meetings with property owners, businesses, project representatives on new development, redevelopment, business ventures, tenant improvements.	Community Vibrancy	No
Community Engagement	Preparation of content for events: State of the City, South of the River Real Estate Summit, Real Estate Groups (SPAAR)	Community Engagement	No
Strategic Planning	Proactively encourage economic development by developing strategies for attracting and retaining businesses including implementing and updating the Economic Development Strategic Plan.	Community Engagement	No
Employee reviews	Provide regular feedback to staff and conduct annual reviews	Organizational Culture	No
Employee Safety Training	Provide safety training opportunities to staff to prevent injury and illness in the workplace.	Organizational Culture	Yes
Community Engagement	Representation at trade shows locally and nationally via hosting a booth or networking/meeting setup.	Community Vibrancy	No
Community Engagement	Speaking engagements as requested—schools, apartments, business groups, civic groups	Community Engagement	No
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Communication	Updates and communication with the EDA President	Community Vibrancy	No
Financial management	Wells Fargo P-card review, invoicing, check requests, budget review	Sustainability	Yes
Outside partnerships	Active collaboration and communication with ISD191 staff on ways to strengthen the positive perception of the Burnsville community including the schools.	Community Engagement	No
Economic Development Tools	Administration of Economic Development tools such as Tax Increment Financing, tax abatement, grants	Community Vibrancy	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Lead the department's services in alignment with the strategic priorities, adopted practices, and community experience standards.	Deputy Community Development Director
Lead the operations of economic development, planning, housing, and neighborhood services.	Oversee the economic development programs and initiatives.	Deputy Community Development Director
Use your strengths to create great experiences in our organization and community.	Make outrageous efforts to reach and connect the community.	Deputy Community Development Director
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Deputy Community Development Director
Lead the operations of economic development, planning, housing, and neighborhood services.	Oversee the economic development programs and initiatives.	Deputy Community Development Director
Lead the operations of economic development, planning, housing, and neighborhood services.	Oversee the economic development programs and initiatives.	Deputy Community Development Director
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Lead the department's services in alignment with the strategic priorities, adopted practices, and community experience standards.	Deputy Community Development Director
Managers are great coaches who create the kind of workplace experience where people can thrive.	Create an environment where your team can do what they do best every day.	Deputy Community Development Director
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Develop the department's annual budget and monitor budget performance.	Deputy Community Development Director
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Lead the department's services in alignment with the strategic priorities, adopted practices, and community experience standards.	Deputy Community Development Director
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Lead the department's services in alignment with the strategic priorities, adopted practices, and community experience standards.	Deputy Community Development Director
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Lead the department's services in alignment with the strategic priorities, adopted practices, and community experience standards.	Deputy Community Development Director
Lead the operations of economic development, planning, housing, and neighborhood services.	Oversee the economic development programs and initiatives.	Deputy Community Development Director
Managers are great coaches who create the kind of workplace experience where people can thrive.	Hold yourself and your team accountable by evaluating performance and addressing challenges.	Deputy Community Development Director
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Lead the department's services in alignment with the strategic priorities, adopted practices, and community experience standards.	Deputy Community Development Director

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No
Customer service/ Business Retention and Expansion	Assists businesses who are starting, expanding or relocating in understanding and anticipating requirements of applicable City codes, the Comprehensive Plan and other development processes.	Community Vibrancy	No
Community Engagement	Booth staff at events: Party on the Plaza, Fire Muster, Yappy Hour, other as requested or as it aligns with other outreach efforts	Community Engagement	No
Professional Development	Burnsville University training and professional development	Organizational Culture	No
Business Retention and Expansion	Business Retention and Expansion (BRE): Diversity business visits	Community Vibrancy	No
Communication	Content creation for Opportunity Belongs Here newsletter	Community Engagement	No
Communication	Contributor of content for City publications including Burnsville in Brief and Burnsville Bulletin	Community Engagement	No
Hire new employees	Coordinate hiring new staff with HR	Organizational Culture	No
Community Development (all)	Coordinating department budget, maintaining control of expenditures within budget limitations, recommending service delivery improvements, administering contracts and analyzing staffing, equipment and technology needs.	Sustainability	Yes
Consultant Management	Coordination with consultants—includes 5-year pool of consultants (planning) Building department consultants (electrical inspector, building engineering, septic tanks) and consultants hired for special studies or temporary projects	Sustainability	No
Community Engagement	Develop positive relationships with community groups, businesses and residents. Connect with community organizations and activities in a manner that promotes a positive image of the city.	Community Vibrancy	No
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No
Business Retention and Expansion	Grow Minnesota Visits in collaboration with the Burnsville Chamber of Commerce.	Community Vibrancy	No
People Management	Hiring employees, coaching, routine staff check ins, performance reviews, timesheet review	Organizational Culture	No
Strategic Planning	Implementation of the Center Village Vision	Community Vibrancy	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Lead the department's services in alignment with the strategic priorities, adopted practices, and community experience standards.	Deputy Community Development Director
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Lead the department's services in alignment with the strategic priorities, adopted practices, and community experience standards.	Deputy Community Development Director
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Deputy Community Development Director
Lead the operations of economic development, planning, housing, and neighborhood services.	Oversee the economic development programs and initiatives.	Deputy Community Development Director
Lead the operations of economic development, planning, housing, and neighborhood services.	Direct rental licensing, property maintenance, and neighborhood investment programs.	Deputy Community Development Director
Lead the operations of economic development, planning, housing, and neighborhood services.	Oversee the economic development programs and initiatives.	Deputy Community Development Director
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Keep apprised of trends related to economic development, planning, housing, transit, and neighborhood investment.	Deputy Community Development Director
Use your strengths to create great experiences in our organization and community.	Make outrageous efforts to reach and connect the community.	Deputy Community Development Director
Lead the operations of economic development, planning, housing, and neighborhood services.	Direct the administration, enforcement, and update of the city's comprehensive plan and city code	Deputy Community Development Director
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Keep apprised of trends related to economic development, planning, housing, transit, and neighborhood investment.	Deputy Community Development Director
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Lead the department's services in alignment with the strategic priorities, adopted practices, and community experience standards.	Deputy Community Development Director
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Lead the department's services in alignment with the strategic priorities, adopted practices, and community experience standards.	Deputy Community Development Director
Lead the operations of economic development, planning, housing, and neighborhood services.	Oversee the economic development programs and initiatives.	Deputy Community Development Director
Lead the operations of economic development, planning, housing, and neighborhood services.	Oversee the economic development programs and initiatives.	Deputy Community Development Director
Managers are great coaches who create the kind of workplace experience where people can thrive.	Hold yourself and your team accountable by evaluating performance and addressing challenges.	Deputy Community Development Director

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Strategic Planning	Implementation of the Heart of the City Design Framework	Community Vibrancy	No
Strategic Planning	Implementation of the Integrated Marketing and Communications Plan	Community Vibrancy	No
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No
Business Retention, Community Engagement, Marketing	Leading or participating in marketing campaigns which include collaboration with inside and outside partners. Examples include Tour de Flavor, eat drink and buy local, small business week, manufacturing month.	Community Engagement	No
Home Loan Programs	Management of funding and contract for homeowner rehab loan programs (senior and all-age)	Community Vibrancy	No
Land Sales	Marketing, negotiation, leading request for proposals, development contracts and facilitating entitlement process.	Sustainability	Yes
Outside Partnerships	Metro Transit Orange Line, Dakota County Orange Line Extension, MVTA Planners working group—coordination and communication with staff and policy makers	Infrastructure	No
Community Engagement	Night to Unite- staff event and provide community outreach on Current City and Community Development topics	Community Engagement	No
Comprehensive Plan Update and Implementation	Oversees the Comprehensive Plan update every 10 years. Required by the Metropolitan Council. Generally, a yearlong process including community engagement, collaboration with other departments and consultants, check ins with policy makers. Planning Commission and City Council. Implementation of plan after adoption.	Infrastructure	Yes
Outside Partnerships	Participates in Dakota County Community Development City/County staff group	Organizational Culture	No
Customer Service	Pre-meetings with property owners, businesses, project representatives on new development, redevelopment, business ventures, tenant improvements.	Community Vibrancy	No
Community Engagement	Preparation of content for events: State of the City, South of the River Real Estate Summit, Real Estate Groups (SPAAR)	Community Engagement	No
Strategic Planning	Proactively encourage economic development by developing strategies for attracting and retaining businesses including implementing and updating the Economic Development Strategic Plan.	Community Engagement	No
Marketing	Proclamations- Economic Development Week, Planning Week, Manufacturing week others as requested	Organizational Culture	No
Employee reviews	Provide regular feedback to staff and conduct annual reviews	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Managers are great coaches who create the kind of workplace experience where people can thrive.	Create an environment where your team can do what they do best every day.	Deputy Community Development Director
Lead the operations of economic development, planning, housing, and neighborhood services.	Oversee the economic development programs and initiatives.	Deputy Community Development Director
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Lead the department's services in alignment with the strategic priorities, adopted practices, and community experience standards.	Deputy Community Development Director
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Lead the department's services in alignment with the strategic priorities, adopted practices, and community experience standards.	Deputy Community Development Director
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Deputy Community Development Director
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Develop the department's annual budget and monitor budget performance.	Deputy Community Development Director
Develop and implement the strategic direction for the community development department to deliver positive organizational outcomes.	Manage the city council agenda items from the department	Deputy Community Development Director
Lead strategies and programs to support the City's economic development goals and objectives.	Coordinates and leads events, meetings, and convening of community partners.	Economic Development Coordinator
Assist with redevelopment projects to support economic development.	Administers businesses and development assistance programs, such as grants, loans, tax increment financing, tax abatement, and other financial assistance.	Economic Development Coordinator
Build connections to support the business community.	Assist businesses in understanding and anticipating requirements of city development policies, ordinances, and requirements.	Economic Development Coordinator
Build connections to support the business community.	Assist businesses in understanding and anticipating requirements of city development policies, ordinances, and requirements.	Economic Development Coordinator
Lead strategies and programs to support the City's economic development goals and objectives.	Coordinates and leads events, meetings, and convening of community partners.	Economic Development Coordinator
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Economic Development Coordinator
Build connections to support the business community.	Administer the city's business retention and expansion program.	Economic Development Coordinator
Lead strategies and programs to support the City's economic development goals and objectives.	Coordinates economic development communication and developing content for department newsletter, brochures, city webpage, and social media platforms	Economic Development Coordinator

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Employee Safety Training	Provide safety training opportunities to staff to prevent injury and illness in the workplace.	Organizational Culture	Yes
Community Engagement	Representation at trade shows locally and nationally via hosting a booth or networking/meeting setup.	Community Vibrancy	No
Community Engagement	Speaking engagements as requested—schools, apartments, business groups, civic groups	Community Engagement	No
Code Task Force	Subject Matter Experts (SME) for Code Task Force	Safety	No
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Financial management	Wells Fargo P-card review, invoicing, check requests, budget review	Sustainability	Yes
Prepare backgrounds and research for council agenda items		Infrastructure	Yes
Outside partnerships	Active collaboration and communication with ISD191 staff on ways to strengthen the positive perception of the Burnsville community including the schools.	Community Engagement	No
Economic Development Tools	Administration of Economic Development tools such as Tax Increment Financing, tax abatement, grants	Community Vibrancy	Yes
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No
Customer service/ Business Retention and Expansion	Assists businesses who are starting, expanding or relocating in understanding and anticipating requirements of applicable City codes, the Comprehensive Plan and other development processes.	Community Vibrancy	No
Community Engagement	Booth staff at events: Party on the Plaza, Fire Muster, Yappy Hour, other as requested or as it aligns with other outreach efforts	Community Engagement	No
Professional Development	Burnsville University training and professional development	Organizational Culture	No
Business Retention and Expansion	Business Retention and Expansion (BRE): Diversity business visits	Community Vibrancy	No
Webpage Updates	Collaboration on webpage or website creation for special projects. Updates to content on department webpages.	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Lead strategies and programs to support the City's economic development goals and objectives.	Coordinates economic development communication and developing content for department newsletter, brochures, city webpage, and social media platforms.	Economic Development Coordinator
Lead strategies and programs to support the City's economic development goals and objectives.	Coordinates economic development communication and developing content for department newsletter, brochures, city webpage, and social media platforms.	Economic Development Coordinator
Lead strategies and programs to support the City's economic development goals and objectives.	Proactively encourage economic development growth by developing strategies, policies, and work plans.	Economic Development Coordinator
Assist with redevelopment projects to support economic development.	Responds to general inquiries on development opportunities in the city.	Economic Development Coordinator
Build connections to support the business community.	Administer the city's business retention and expansion program.	Economic Development Coordinator
Lead strategies and programs to support the City's economic development goals and objectives.	Lead marketing and business development programs.	Economic Development Coordinator
Assist with redevelopment projects to support economic development.	Identifies and coordinates projects eligible for grants through Dakota County, Met Council, and DEED.	Economic Development Coordinator
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Economic Development Coordinator
Lead strategies and programs to support the City's economic development goals and objectives.	Lead marketing and business development programs.	Economic Development Coordinator
Lead strategies and programs to support the City's economic development goals and objectives.	Serve as the staff liaison to the Economic Development Commission and other groups or committees.	Economic Development Coordinator
Assist with redevelopment projects to support economic development.	Researches, develops, and implements programs related to economic development, redevelopment, transit, and other areas of emerging community development.	Economic Development Coordinator
Lead strategies and programs to support the City's economic development goals and objectives.	Proactively encourage economic development growth by developing strategies, policies, and work plans.	Economic Development Coordinator
Lead strategies and programs to support the City's economic development goals and objectives.	Work closely with community partners and other agencies to insure a coordinated effort toward economic development.	Economic Development Coordinator
Assist with redevelopment projects to support economic development.	Responds to general inquiries on development opportunities in the city.	Economic Development Coordinator
Lead strategies and programs to support the City's economic development goals and objectives.	Lead marketing and business development programs.	Economic Development Coordinator
Lead strategies and programs to support the City's economic development goals and objectives.	Serve as the staff liaison to the Economic Development Commission and other groups or committees.	Economic Development Coordinator

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Communication	Content creation for Opportunity Belongs Here newsletter	Community Engagement	No
Communication	Contributor of content for City publications including Burnsville in Brief and Burnsville Bulletin	Community Engagement	No
Consultant Management	Coordination with consultants—includes 5-year pool of consultants (planning) Building department consultants (electrical inspector, building engineering, septic tanks) and consultants hired for special studies or temporary projects	Sustainability	No
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No
Business Retention and Expansion	Grow Minnesota Visits in collaboration with the Burnsville Chamber of Commerce.	Community Vibrancy	No
Strategic Planning	Implementation of the Integrated Marketing and Communications Plan	Community Vibrancy	No
Grants	Includes research, writing, administration and monitoring.	Sustainability	No
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No
Business Retention, Community Engagement, Marketing	Leading or participating in marketing campaigns which include collaboration with inside and outside partners. Examples include Tour de Flavor, eat drink and buy local, small business week, manufacturing month.	Community Engagement	No
Economic Development Commission	Liaison to the Economic Development Commission. Training of new members, ongoing training opportunities, special work sessions, joint meetings.	Organizational Culture	No
Home Loan Programs	Management of funding and contract for homeowner rehab loan programs (senior and all-age)	Community Vibrancy	No
Land Sales	Marketing, negotiation, leading request for proposals, development contracts and facilitating entitlement process.	Sustainability	Yes
Outside Partnerships	Participates in Dakota County Community Development City/County staff group	Organizational Culture	No
Customer Service	Pre-meetings with property owners, businesses, project representatives on new development, redevelopment, business ventures, tenant improvements.	Community Vibrancy	No
Marketing	Review, pricing and ordering of marketing material—print and swag	Community Vibrancy	No
Technical Backgrounds	Routinely prepares technical backgrounds/staff reports to the Planning Commission, City Council, Economic Development Commission and Economic Development Authority.	Community Engagement	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Assist with redevelopment projects to support economic development.	Identifies and coordinates projects eligible for grants through Dakota County, Met Council, and DEED.	Economic Development Coordinator
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Economic Development Coordinator
Lead strategies and programs to support the City's economic development goals and objectives.	Serve as the staff liaison to the Economic Development Commission and other groups or committees.	Economic Development Coordinator
Lead strategies and programs to support the City's economic development goals and objectives.	Lead marketing and business development programs.	Economic Development Coordinator
Provide administrative and liaison services for community development software.	Collaborate with other departments and the software vendor to implement new workflows and processes.	Inspections Assistant
Primary point of contact for public inquiries.	Provide information on City procedures, licensing, permit requirements, permit fees and general complaints.	Inspections Assistant
Primary point of contact for public inquiries.	Process and issue permits including: auditing for accuracy, calculating cost, contacting applicants and recording permits.	Inspections Assistant
Primary point of contact for public inquiries.	Process and issue permits including: auditing for accuracy, calculating cost, contacting applicants and recording permits.	Inspections Assistant
Primary point of contact for public inquiries.	Provide information on City procedures, licensing, permit requirements, permit fees and general complaints.	Inspections Assistant
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Inspections Assistant
Primary point of contact for public inquiries.	Provide information on City procedures, licensing, permit requirements, permit fees and general complaints.	Inspections Assistant
Provide administrative and liaison services for community development software.	Oversee the Electronic Document Management System and maintain data within various software applications.	Inspections Assistant
Primary point of contact for public inquiries.	Provide information on City procedures, licensing, permit requirements, permit fees and general complaints.	Inspections Assistant
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Inspections Assistant
Provide administrative and liaison services for community development software.	Collaborate with other departments and the software vendor to implement new workflows and processes.	Inspections Assistant
Primary point of contact for public inquiries.	Process and issue permits including: auditing for accuracy, calculating cost, contacting applicants and recording permits.	Inspections Assistant

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Internal Collaboration	Statistics as requested by other departments for grant applications or reporting: population, employment, permit numbers, etc.	Organizational Culture	No
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Prepare backgrounds and research for council agenda items		Infrastructure	Yes
Community Engagement	Representation at trade shows locally and nationally via hosting a booth or networking/meeting setup.	Community Vibrancy	No
Software systems administration	Administration of Open Gov software: Vendor meetings, admin collaboration, routing of plans/documents, coordination of uploaded documents, customer service (assisting with navigation).	Infrastructure	No
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No
Commercial Processing Permit	Application content / information is disbursed to different/appropriate departments for plan review, correction and approvals	Safety	Yes
Residential/ Commercial	Assure proper documents for multiple departments are submitted for review, correction and application approval. Also, when required, that the appropriate License of contractor is verified	Organizational Culture	Yes
Community Engagement	Building and Planning/Zoning education efforts including brochures, handouts, homeowners workshop event and speaking engagements.	Community Engagement	No
Professional Development	Burnsville University training and professional development	Organizational Culture	No
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No
Data Requests	Gov QA data requests: includes research, assembly of material, redaction of material as applicable.	Community Engagement	Yes
Residential/ Commercial	Greet, educate and inform customer, Intake applications, process permit, collect fees, issue permits, inspection, confirmation / verification. Conduct Homeowner Workshop and on-site consultation. Use tools such as computer construction software to education customer.	Community Engagement	Yes
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No
IT Services	IT Liaison--Planning & Building staff trained in basic IT work to assist and support Community Development department	Organizational Culture	No
Collection of fees and issue permit	Once permit has been approved by all departments and agencies, then permit is paid for and permit is issued and work is permitted to work on project.	Community Engagement	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Provide administrative and liaison services for community development software.	Collaborate with other departments and the software vendor to implement new workflows and processes.	Inspections Assistant
Provide administrative and liaison services for community development software.	Oversee the Electronic Document Management System and maintain data within various software applications.	Inspections Assistant
Primary point of contact for public inquiries.	Schedule building, heating, plumbing, and electrical inspections.	Inspections Assistant
Provide administrative and liaison services for community development software.	Oversee the Electronic Document Management System and maintain data within various software applications.	Inspections Assistant
Primary point of contact for public inquiries.	Provide information on City procedures, licensing, permit requirements, permit fees and general complaints.	Inspections Assistant
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Inspections Assistant
Responsible for document imaging and maintaining department data.	Department system administrator ensuring proper entry of data, reports are accurate, on-line functions are operational, software updates, report writing, training and ongoing maintenance.	Neighborhood Services Assistant
Point of contact for public inquiries.	Point of contact for public inquiries received by direct contact, telephone, e-mail, mail and fax.	Neighborhood Services Assistant
Provide administrative support to the department.	Data entry of disorderly use by tenants against properties and notification sent to owners/manager and informing Neighborhood Services Supervisor.	Neighborhood Services Assistant
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Assistant
Responsible for document imaging and maintaining department data.	Maintain department information on the city's web site.	Neighborhood Services Assistant
Provide administrative support to the department.	Assist with the Neighborhood Services assessment process, publishing of assessment notification and collection of fees.	Neighborhood Services Assistant
Provide administrative support to the department.	Maintain accurate data regarding license compliance with license issuance and renewal contacts.	Neighborhood Services Assistant
Point of contact for public inquiries.	Point of contact for public inquiries received by direct contact, telephone, e-mail, mail and fax.	Neighborhood Services Assistant
Responsible for document imaging and maintaining department data.	Respond to department data requests through the online FOIA software.	Neighborhood Services Assistant
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Assistant
Responsible for document imaging and maintaining department data.	Department system administrator ensuring proper entry of data, reports are accurate, on-line functions are operational, software updates, report writing, training and ongoing maintenance.	Neighborhood Services Assistant

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Admin for community development software.	Provide department support with installation, maintenance and administration of community development software as needed and directed.	Organizational Culture	No
Public Data Requests	Provide public records upon request	Community Engagement	Yes
Inspection	Receive customer request for inspection. Schedule inspections with appropriate inspectors	Community Engagement	Yes
Data Retention Management	Scanning of permanent records into Laserfiche system	Organizational Culture	No
Internal Collaboration	Statistics as requested by other departments for grant applications or reporting: population, employment, permit numbers, etc.	Organizational Culture	No
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Software systems administration	Administration of Open Gov software: Vendor meetings, admin collaboration, routing of plans/documents, coordination of uploaded documents, customer service (assisting with navigation).	Infrastructure	No
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No
Tenant Behavior Enforcement	Assist police department with tenant "strike" program. Prepare notices and possible enforcement action for violations of crime free program.	Safety	Yes
Professional Development	Burnsville University training and professional development	Organizational Culture	No
Webpage Updates	Collaboration on webpage or website creation for special projects. Updates to content on department webpages.	Community Engagement	No
Special Assessments (Code)	Cost recovery associated with enforcement	Sustainability	Yes
License enforcement	Enforce adverse license action as necessary and directed	Safety	No
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No
Data Requests	Gov QA data requests: includes research, assembly of material, redaction of material as applicable.	Community Engagement	Yes
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No
IT Services	IT Liaison--Planning & Building staff trained in basic IT work to assist and support Community Development department	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Provide administrative support to the department.	Review and enter license applications and renewals, calculate, and collect license fees.	Neighborhood Services Assistant
Responsible for document imaging and maintaining department data.	Department system administrator ensuring proper entry of data, reports are accurate, on-line functions are operational, software updates, report writing, training and ongoing maintenance.	Neighborhood Services Assistant
Responsible for document imaging and maintaining department data.	Respond to department data requests through the online FOIA software.	Neighborhood Services Assistant
Provide administrative support to the department.	Maintain accurate data regarding license compliance with license issuance and renewal contacts.	Neighborhood Services Assistant
Responsible for document imaging and maintaining department data.	Records management of department files in accordance with the City's Record Retention Schedule.	Neighborhood Services Assistant
Provide administrative support to the department.	Maintain accurate data regarding license compliance with license issuance and renewal contacts.	Neighborhood Services Assistant
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Neighborhood Services Assistant
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Inspector

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Rental License administration	Process new rental license applications as well as renewals. Maintain database to ensure timely inspections and scheduling.	Community Vibrancy	Yes
Admin for community development software.	Provide department support with installation, maintenance and administration of community development software as needed and directed.	Organizational Culture	No
Public Data Requests	Provide public records upon request	Community Engagement	Yes
Court/Administrative Hearings	Research, review, preparation related to active court cases or administrative hearings.	Organizational Culture	Yes
Data Retention Management	Scanning of permanent records into Laserfiche system	Organizational Culture	No
Internal Collaboration	Statistics as requested by other departments for grant applications or reporting: population, employment, permit numbers, etc.	Organizational Culture	No
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No
Prepare and Issue administrative citations for enforcement	Approve issuance of administrative citations for violation of codes as needed or required.	Safety	No
Prepare and Issue criminal citations for enforcement	Approve issuance of criminal citations for violations of codes as needed or required.	Safety	No
Tenant Behavior Enforcement	Assist police department with tenant “strike” program. Prepare notices and possible enforcement action for violations of crime free program.	Safety	Yes
Professional Development	Burnsville University training and professional development	Organizational Culture	No
Special Assessments (Code)	Cost recovery associated with enforcement	Sustainability	Yes
License enforcement	Enforce adverse license action as necessary and directed	Safety	No
Enforcement of county recycling ordinance	Enforcement of Dakota County recycling ordinance.	Community Vibrancy	No
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No
Rental Inspections	Inspect rental properties	Safety	Yes
Rental License administration	Process new rental license applications as well as renewals. Maintain database to ensure timely inspections and scheduling.	Community Vibrancy	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Inspector
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Neighborhood Services Inspector
Lead neighborhood services to support housing, neighborhoods, and businesses.	Lead the neighborhood services team to ensure conformance with policies and operating procedures and provide supervision and work direction.	Neighborhood Services Supervisor
Lead neighborhood services to support housing, neighborhoods, and businesses.	Lead the neighborhood services team to ensure conformance with policies and operating procedures and provide supervision and work direction.	Neighborhood Services Supervisor
Lead neighborhood services to support housing, neighborhoods, and businesses.	Lead the neighborhood services team to ensure conformance with policies and operating procedures and provide supervision and work direction.	Neighborhood Services Supervisor
Manage the rental licensing program to support maintenance of rental properties.	Collaborate with the police, fire and other city departments to ensure safe rental housing.	Neighborhood Services Supervisor
Lead neighborhood services to support housing, neighborhoods, and businesses.	Support and collaborate with the department leaders to provide services to the community.	Neighborhood Services Supervisor
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Supervisor
Lead neighborhood services to support housing, neighborhoods, and businesses.	Support and collaborate with the department leaders to provide services to the community.	Neighborhood Services Supervisor
Managers are great coaches who create the kind of workplace experience where people can thrive.	Create an environment where your team can do what they do best every day.	Neighborhood Services Supervisor
Lead neighborhood services to support housing, neighborhoods, and businesses.	Prepare and monitor the neighborhood services budget.	Neighborhood Services Supervisor
Lead neighborhood services to support housing, neighborhoods, and businesses.	Lead the neighborhood services team to ensure conformance with policies and operating procedures and provide supervision and work direction.	Neighborhood Services Supervisor
Lead neighborhood services to support housing, neighborhoods, and businesses.	Lead the neighborhood services team to ensure conformance with policies and operating procedures and provide supervision and work direction.	Neighborhood Services Supervisor

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Court/Administrative Hearings	Research, review, preparation related to active court cases or administrative hearings.	Organizational Culture	Yes
Rental complaints	Respond and investigate rental complaints	Safety	No
Hoarding complaints	Respond and investigate unsafe/unsanitary conditions	Safety	No
Property Maintenance complaints	Respond to resident complaints regarding alleged property maintenance code violations.	Community Vibrancy	No
Permit Review and Administration	Special event permit—review and comments	Community Vibrancy	Yes
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No
Prepare and Issue administrative citations for enforcement	Approve issuance of administrative citations for violation of codes as needed or required.	Safety	No
Prepare and Issue criminal citations for enforcement	Approve issuance of criminal citations for violations of codes as needed or required.	Safety	No
Tenant Behavior Enforcement	Assist police department with tenant “strike” program. Prepare notices and possible enforcement action for violations of crime free program.	Safety	Yes
Community Engagement	Booth staff at events: Party on the Plaza, Fire Muster, Yappy Hour, other as requested or as it aligns with other outreach efforts	Community Engagement	No
Professional Development	Burnsville University training and professional development	Organizational Culture	No
Communication	Contributor of content for City publications including Burnsville in Brief and Burnsville Bulletin	Community Engagement	No
Hire new employees	Coordinate hiring new staff with HR	Organizational Culture	No
Community Development (all)	Coordinating department budget, maintaining control of expenditures within budget limitations, recommending service delivery improvements, administering contracts and analyzing staffing, equipment and technology needs.	Sustainability	Yes
Consultant Management	Coordination with consultants—includes 5-year pool of consultants (planning) Building department consultants (electrical inspector, building engineering, septic tanks) and consultants hired for special studies or temporary projects	Sustainability	No
Special Assessments (Code)	Cost recovery associated with enforcement	Sustainability	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Manage the rental licensing program to support maintenance of rental properties.	Develop and implement outreach and education initiatives to support rental housing and manage enforcement actions to ensure compliance with ordinances and policies.	Neighborhood Services Supervisor
Manage the rental licensing program to support maintenance of rental properties.	Develop and implement operating procedures consistent with adopted ordinances and policies.	Neighborhood Services Supervisor
Manage the rental licensing program to support maintenance of rental properties.	Develop and implement operating procedures consistent with adopted ordinances and policies.	Neighborhood Services Supervisor
Lead neighborhood services to support housing, neighborhoods, and businesses.	Lead the neighborhood services team to ensure conformance with policies and operating procedures and provide supervision and work direction.	Neighborhood Services Supervisor
Managers are great coaches who create the kind of workplace experience where people can thrive.	Hold yourself and your team accountable by evaluating performance and addressing challenges.	Neighborhood Services Supervisor
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Neighborhood Services Supervisor
Manage the rental licensing program to support maintenance of rental properties.	Develop and implement operating procedures consistent with adopted ordinances and policies.	Neighborhood Services Supervisor
Manage the rental licensing program to support maintenance of rental properties.	Develop and implement outreach and education initiatives to support rental housing and manage enforcement actions to ensure compliance with ordinances and policies.	Neighborhood Services Supervisor
Manage the rental licensing program to support maintenance of rental properties.	Develop and implement outreach and education initiatives to support rental housing and manage enforcement actions to ensure compliance with ordinances and policies.	Neighborhood Services Supervisor
Manage the rental licensing program to support maintenance of rental properties.	Develop and implement outreach and education initiatives to support rental housing and manage enforcement actions to ensure compliance with ordinances and policies.	Neighborhood Services Supervisor
Manage the rental licensing program to support maintenance of rental properties.	Develop and implement operating procedures consistent with adopted ordinances and policies.	Neighborhood Services Supervisor
Lead neighborhood services to support housing, neighborhoods, and businesses.	Develop and administer programs to support investments in housing and neighborhoods.	Neighborhood Services Supervisor
Lead neighborhood services to support housing, neighborhoods, and businesses.	Develop and administer programs to support investments in housing and neighborhoods.	Neighborhood Services Supervisor
Lead neighborhood services to support housing, neighborhoods, and businesses.	Lead the neighborhood services team to ensure conformance with policies and operating procedures and provide supervision and work direction.	Neighborhood Services Supervisor
Managers are great coaches who create the kind of workplace experience where people can thrive.	Hold yourself and your team accountable by evaluating performance and addressing challenges.	Neighborhood Services Supervisor
Managers are great coaches who create the kind of workplace experience where people can thrive.	Hold yourself and your team accountable by evaluating performance and addressing challenges.	Neighborhood Services Supervisor

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Community Engagement	Develop positive relationships with community groups, businesses and residents. Connect with community organizations and activities in a manner that promotes a positive image of the city.	Community Vibrancy	No
License enforcement	Enforce adverse license action as necessary and directed	Safety	No
Enforcement of county recycling ordinance	Enforcement of Dakota County recycling ordinance.	Community Vibrancy	No
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No
People Management	Hiring employees, coaching, routine staff check ins, performance reviews, timesheet review	Organizational Culture	No
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No
Rental Inspections	Inspect rental properties	Safety	Yes
Code Enforcement case preparation	Liaison to legal team, prepare enforcement briefs, and testify in court as necessary.	Community Vibrancy	No
Community Engagement	Night to Unite- staff event and provide community outreach on Current City and Community Development topics	Community Engagement	No
Public Education	Prepare articles for Burnsville Bulletin regarding code enforcement programs and initiatives.	Community Engagement	No
Rental License administration	Process new rental license applications as well as renewals. Maintain database to ensure timely inspections and scheduling.	Community Vibrancy	Yes
Home Energy Squad	Promote and administer the homeowner energy assistance program	Community Vibrancy	No
Code Cash program	Promote and administer the homeowner repair assistance program	Community Vibrancy	No
Swear out search warrants, affidavits, as necessary	Provide notarized signatures for code related legal documents.	Organizational Culture	Yes
Employee reviews	Provide regular feedback to staff and conduct annual reviews	Organizational Culture	No
Employee Safety Training	Provide safety training opportunities to staff to prevent injury and illness in the workplace.	Organizational Culture	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Lead neighborhood services to support housing, neighborhoods, and businesses.	Lead the neighborhood services team to ensure conformance with policies and operating procedures and provide supervision and work direction.	Neighborhood Services Supervisor
Manage the rental licensing program to support maintenance of rental properties.	Develop and implement operating procedures consistent with adopted ordinances and policies.	Neighborhood Services Supervisor
Manage the property maintenance program to support neighborhoods and businesses.	Ensure complaints and violations are managed consistent with ordinance, policies and operating procedures.	Neighborhood Services Supervisor
Manage the property maintenance program to support neighborhoods and businesses.	Ensure complaints and violations are managed consistent with ordinance, policies and operating procedures.	Neighborhood Services Supervisor
Use your strengths to create great experiences in our organization and community.	Make outrageous efforts to reach and connect the community.	Neighborhood Services Supervisor
Lead neighborhood services to support housing, neighborhoods, and businesses.	Lead the neighborhood services team to ensure conformance with policies and operating procedures and provide supervision and work direction.	Neighborhood Services Supervisor
Manage the rental licensing program to support maintenance of rental properties.	Recommend ordinance and policies to enhance and improve the rental licensing program.	Neighborhood Services Supervisor
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Neighborhood Services Supervisor
Managers are great coaches who create the kind of workplace experience where people can thrive.	Create an environment where your team can do what they do best every day.	Neighborhood Services Supervisor
Lead neighborhood services to support housing, neighborhoods, and businesses.	Prepare and monitor the neighborhood services budget.	Neighborhood Services Supervisor
Manage the property maintenance program to support neighborhoods and businesses.	Recommend ordinance and policies to enhance and improve the property maintenance program.	Neighborhood Services Supervisor
Manage the property maintenance program to support neighborhoods and businesses.	Recommend ordinance and policies to enhance and improve the property maintenance program.	Permit Assistant
Manage the property maintenance program to support neighborhoods and businesses.	Recommend ordinance and policies to enhance and improve the property maintenance program.	Permit Assistant
Manage the property maintenance program to support neighborhoods and businesses.	Recommend ordinance and policies to enhance and improve the property maintenance program.	Permit Assistant
Manage the property maintenance program to support neighborhoods and businesses.	Recommend ordinance and policies to enhance and improve the property maintenance program.	Permit Assistant
Manage the property maintenance program to support neighborhoods and businesses.	Recommend ordinance and policies to enhance and improve the property maintenance program.	Permit Assistant
Manage the property maintenance program to support neighborhoods and businesses.	Recommend ordinance and policies to enhance and improve the property maintenance program.	Permit Assistant

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Court/Administrative Hearings	Research, review, preparation related to active court cases or administrative hearings.	Organizational Culture	Yes
Rental complaints	Respond and investigate rental complaints	Safety	No
Hoarding complaints	Respond and investigate unsafe/unsanitary conditions	Safety	No
Property Maintenance complaints	Respond to resident complaints regarding alleged property maintenance code violations.	Community Vibrancy	No
Community Engagement	Speaking engagements as requested—schools, apartments, business groups, civic groups	Community Engagement	No
Permit Review and Administration	Special event permit—review and comments	Community Vibrancy	Yes
Code Task Force	Subject Matter Experts (SME) for Code Task Force	Safety	No
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Inspection Vehicles	Transportation needed for Face to Face and in person inspection on-site inspection. Refuel, schedule maintenance and repair.	Infrastructure	No
Financial management	Wells Fargo P-card review, invoicing, check requests, budget review	Sustainability	Yes
Prepare backgrounds and research for council agenda items		Infrastructure	Yes
Software systems administration	Administration of Open Gov software: Vendor meetings, admin collaboration, routing of plans/documents, coordination of uploaded documents, customer service (assisting with navigation).	Infrastructure	No
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No
Commercial Processing Permit	Application content / information is disbursed to different/appropriate departments for plan review, correction and approvals	Safety	Yes
Residential/ Commercial	Assure proper documents for multiple departments are submitted for review, correction and application approval. Also, when required, that the appropriate License of contractor is verified	Organizational Culture	Yes
Community Engagement	Building and Planning/Zoning education efforts including brochures, handouts, homeowners workshop event and speaking engagements.	Community Engagement	No
Professional Development	Burnsville University training and professional development	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Manage the property maintenance program to support neighborhoods and businesses.	Recommend ordinance and policies to enhance and improve the property maintenance program.	Permit Assistant
Manage the property maintenance program to support neighborhoods and businesses.	Recommend ordinance and policies to enhance and improve the property maintenance program.	Permit Assistant
Manage the property maintenance program to support neighborhoods and businesses.	Recommend ordinance and policies to enhance and improve the property maintenance program.	Permit Assistant
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Permit Assistant
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Permit Assistant
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Permit Assistant
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Permit Assistant
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Permit Assistant
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Permit Assistant
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Permit Assistant
Provide administrative support and data entry to the Department of Building Safety.	Assist with Community Development System Administrator duties and serve as back-up resource for the department.	Permit Technician
Point of contact for public inquiries.	Provide general information to the public regarding City procedures, licensing, permit requirements, permit fees and general complaints.	Permit Technician
Provide technical support and information regarding building plans.	Conduct preliminary reviews of all plans and permit applications for initial intake purposes and determine if the proper documents have been submitted for review.	Permit Technician
Provide technical support and information regarding building plans.	Conduct preliminary reviews of all plans and permit applications for initial intake purposes and determine if the proper documents have been submitted for review.	Permit Technician
Point of contact for public inquiries.	Provide general information to the public regarding City procedures, licensing, permit requirements, permit fees and general complaints.	Permit Technician
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Permit Technician
Point of contact for public inquiries.	Provide general information to the public regarding City procedures, licensing, permit requirements, permit fees and general complaints.	Permit Technician

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No
Data Requests	Gov QA data requests: includes research, assembly of material, redaction of material as applicable.	Community Engagement	Yes
Residential/ Commercial	Greet, educate and inform customer, Intake applications, process permit, collect fees, issue permits, inspection, confirmation / verification. Conduct Homeowner Workshop and on-site consultation. Use tools such as computer construction software to education customer.	Community Engagement	Yes
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No
IT Services	IT Liaison--Planning & Building staff trained in basic IT work to assist and support Community Development department	Organizational Culture	No
Collection of fees and issue permit	Once permit has been approved by all departments and agencies, then permit is paid for and permit is issued and work is permitted to work on project.	Community Engagement	Yes
Public Data Requests	Provide public records upon request	Community Engagement	Yes
Inspection	Receive customer request for inspection. Schedule inspections with appropriate inspectors	Community Engagement	Yes
Data Retention Management	Scanning of permanent records into Laserfiche system	Organizational Culture	No
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Software systems administration	Administration of Open Gov software: Vendor meetings, admin collaboration, routing of plans/documents, coordination of uploaded documents, customer service (assisting with navigation).	Infrastructure	No
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No
Commercial Processing Permit	Application content / information is disbursed to different/appropriate departments for plan review, correction and approvals	Safety	Yes
Residential/ Commercial	Assure proper documents for multiple departments are submitted for review, correction and application approval. Also, when required, that the appropriate License of contractor is verified	Organizational Culture	Yes
Community Engagement	Building and Planning/Zoning education efforts including brochures, handouts, homeowners workshop event and speaking engagements.	Community Engagement	No
Professional Development	Burnsville University training and professional development	Organizational Culture	No
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Provide administrative support and data entry to the Department of Building Safety.	Enter and maintain accurate data regarding inspections of building, electrical, mechanical, plumbing, and sign permits.	Permit Technician
Point of contact for public inquiries.	Provide general information to the public regarding City procedures, licensing, permit requirements, permit fees and general complaints.	Permit Technician
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Permit Technician
Provide administrative support and data entry to the Department of Building Safety.	Assist with Community Development System Administrator duties and serve as back-up resource for the department.	Permit Technician
Point of contact for public inquiries.	Process and issue permits including: auditing for accuracy, calculating costs, contacting applicants and recording permits.	Permit Technician
Provide administrative support and data entry to the Department of Building Safety.	Assist with Community Development System Administrator duties and serve as back-up resource for the department.	Permit Technician
Provide administrative support and data entry to the Department of Building Safety.	Enter and maintain accurate data regarding inspections of building, electrical, mechanical, plumbing, and sign permits.	Permit Technician
Point of contact for public inquiries.	Process and issue permits including: auditing for accuracy, calculating costs, contacting applicants and recording permits.	Permit Technician
Provide administrative support and data entry to the Department of Building Safety.	Enter and maintain accurate data regarding inspections of building, electrical, mechanical, plumbing, and sign permits.	Permit Technician
Responsible for data collection necessary for creation of various reports.	Collect fees and escrows as required by City ordinance.	Permit Technician
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Permit Technician
Work alongside the community to ensure successful compliance with applicable policies, plans, ordinances, and regulations of the City and other government agencies.	Coordinate the development and implementation of ordinances, policy, programs to carry out the vision for the City and promote excellent customer service and resident, business, and developer engagement and ensure legal controls and sound management decisions.	Planning Manager
Manage planning and zoning services.	Serve as zoning administrator and staff liaison to the Planning Commission.	Planning Manager
Manage planning and zoning services.	Serve as zoning administrator and staff liaison to the Planning Commission.	Planning Manager
Work alongside the community to ensure successful compliance with applicable policies, plans, ordinances, and regulations of the City and other government agencies.	Support communication, marketing, and community engagement efforts on community development activities.	Planning Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Data Requests	Gov QA data requests: includes research, assembly of material, redaction of material as applicable.	Community Engagement	Yes
Residential/ Commercial	Greet, educate and inform customer, Intake applications, process permit, collect fees, issue permits, inspection, confirmation / verification. Conduct Homeowner Workshop and on-site consultation. Use tools such as computer construction software to education customer.	Community Engagement	Yes
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No
IT Services	IT Liaison--Planning & Building staff trained in basic IT work to assist and support Community Development department	Organizational Culture	No
Collection of fees and issue permit	Once permit has been approved by all departments and agencies, then permit is paid for and permit is issued and work is permitted to work on project.	Community Engagement	Yes
Admin for community development software.	Provide department support with installation, maintenance and administration of community development software as needed and directed.	Organizational Culture	No
Public Data Requests	Provide public records upon request	Community Engagement	Yes
Inspection	Receive customer request for inspection. Schedule inspections with appropriate inspectors	Community Engagement	Yes
Data Retention Management	Scanning of permanent records into Laserfiche system	Organizational Culture	No
Internal Collaboration	Statistics as requested by other departments for grant applications or reporting: population, employment, permit numbers, etc.	Organizational Culture	No
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No
Prepare and Issue administrative citations for enforcement	Approve issuance of administrative citations for violation of codes as needed or required.	Safety	No
Prepare and Issue criminal citations for enforcement	Approve issuance of criminal citations for violations of codes as needed or required.	Safety	No
Community Engagement	Booth staff at events: Party on the Plaza, Fire Muster, Yappy Hour, other as requested or as it aligns with other outreach efforts	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Work alongside the community to ensure successful compliance with applicable policies, plans, ordinances, and regulations of the City and other government agencies.	Support communication, marketing, and community engagement efforts on community development activities.	Planning Manager
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Planning Manager
Work alongside the community to ensure successful compliance with applicable policies, plans, ordinances, and regulations of the City and other government agencies.	Support communication, marketing, and community engagement efforts on community development activities.	Planning Manager
Managers are great coaches who create the kind of workplace experience where people can thrive.	Create an environment where your team can do what they do best every day.	Planning Manager
Lead the planning division of the community development department.	Prepare and monitor the planning division budget.	Planning Manager
Work alongside the community to ensure successful compliance with applicable policies, plans, ordinances, and regulations of the City and other government agencies.	Responsible for managing planning consultants.	Planning Manager
Work alongside the community to ensure successful compliance with applicable policies, plans, ordinances, and regulations of the City and other government agencies.	Support communication, marketing, and community engagement efforts on community development activities.	Planning Manager
Manage planning and zoning services.	Administer, implement, and update the comprehensive plan, zoning ordinances, and subdivision regulations.	Planning Manager
Work alongside the community to ensure successful compliance with applicable policies, plans, ordinances, and regulations of the City and other government agencies.	Coordinate the development and implementation of ordinances, policy, programs to carry out the vision for the City and promote excellent customer service and resident, business, and developer engagement and ensure legal controls and sound management decisions.	Planning Manager
Managers are great coaches who create the kind of workplace experience where people can thrive.	Hold yourself and your team accountable by evaluating performance and addressing challenges.	Planning Manager
Work alongside the community to ensure successful compliance with applicable policies, plans, ordinances, and regulations of the City and other government agencies.	Coordinate the development and implementation of ordinances, policy, programs to carry out the vision for the City and promote excellent customer service and resident, business, and developer engagement and ensure legal controls and sound management decisions.	Planning Manager
Work alongside the community to ensure successful compliance with applicable policies, plans, ordinances, and regulations of the City and other government agencies.	Coordinate the development and implementation of ordinances, policy, programs to carry out the vision for the City and promote excellent customer service and resident, business, and developer engagement and ensure legal controls and sound management decisions.	Planning Manager
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Planning Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Community Engagement	Building and Planning/Zoning education efforts including brochures, handouts, homeowners workshop event and speaking engagements.	Community Engagement	No
Professional Development	Burnsville University training and professional development	Organizational Culture	No
Communication	Contributor of content for City publications including Burnsville in Brief and Burnsville Bulletin	Community Engagement	No
Hire new employees	Coordinate hiring new staff with HR	Organizational Culture	No
Community Development (all)	Coordinating department budget, maintaining control of expenditures within budget limitations, recommending service delivery improvements, administering contracts and analyzing staffing, equipment and technology needs.	Sustainability	Yes
Consultant Management	Coordination with consultants—includes 5-year pool of consultants (planning) Building department consultants (electrical inspector, building engineering, septic tanks) and consultants hired for special studies or temporary projects	Sustainability	No
Community Engagement	Develop positive relationships with community groups, businesses and residents. Connect with community organizations and activities in a manner that promotes a positive image of the city.	Community Vibrancy	No
Rule compliance	DNR, FEMA, watershed districts, wetlands, small cell wireless: assures compliance with rules and collaborates with Natural Resources and Engineering Departments as necessary	Community Vibrancy	Yes
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No
People Management	Hiring employees, coaching, routine staff check ins, performance reviews, timesheet review	Organizational Culture	No
Strategic Planning	Implementation of the Center Village Vision	Community Vibrancy	No
Strategic Planning	Implementation of the Heart of the City Design Framework	Community Vibrancy	No
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Manage planning and zoning services.	Administer, implement, and update the comprehensive plan, zoning ordinances, and subdivision regulations.	Planning Manager
Manage planning and zoning services.	Serve as zoning administrator and staff liaison to the Planning Commission.	Planning Manager
Work alongside the community to ensure successful compliance with applicable policies, plans, ordinances, and regulations of the City and other government agencies.	Coordinate the development and implementation of ordinances, policy, programs to carry out the vision for the City and promote excellent customer service and resident, business, and developer engagement and ensure legal controls and sound management decisions.	Planning Manager
Lead the planning division of the community development department.	Serve as a liaison to community development and planning related agencies.	Planning Manager
Work alongside the community to ensure successful compliance with applicable policies, plans, ordinances, and regulations of the City and other government agencies.	Support communication, marketing, and community engagement efforts on community development activities.	Planning Manager
Manage planning and zoning services.	Administer, implement, and update the comprehensive plan, zoning ordinances, and subdivision regulations	Planning Manager
Work alongside the community to ensure successful compliance with applicable policies, plans, ordinances, and regulations of the City and other government agencies.	Coordinate the development and implementation of ordinances, policy, programs to carry out the vision for the City and promote excellent customer service and resident, business, and developer engagement and ensure legal controls and sound management decisions.	Planning Manager
Work alongside the community to ensure successful compliance with applicable policies, plans, ordinances, and regulations of the City and other government agencies.	Coordinate the development and implementation of ordinances, policy, programs to carry out the vision for the City and promote excellent customer service and resident, business, and developer engagement and ensure legal controls and sound management decisions.	Planning Manager
Manage planning and zoning services.	Manages workflow of development review applications.	Planning Manager
Managers are great coaches who create the kind of workplace experience where people can thrive.	Hold yourself and your team accountable by evaluating performance and addressing challenges.	Planning Manager
Managers are great coaches who create the kind of workplace experience where people can thrive.	Create an environment where your team can do what they do best every day.	Planning Manager
Manage planning and zoning services.	Administer, implement, and update the comprehensive plan, zoning ordinances, and subdivision regulations	Planning Manager
Manage planning and zoning services.	Administer, implement, and update the comprehensive plan, zoning ordinances, and subdivision regulations	Planning Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Inspections (Planning)	Landscaping inspections to verify compliance with approved plan	Community Vibrancy	Yes
Planning Commission	Liaison to the Planning Commission Training of new members, ongoing training opportunities, special work sessions, joint meetings.	Organizational Culture	Yes
Legal Documents	Logistical coordination of legal documents with developers, property owners, and financially responsible entities to ensure documents are property recorded and filed with the County.	Community Vibrancy	Yes
Outside Partnerships	Metro Transit Orange Line, Dakota County Orange Line Extension, MVTA Planners working group—coordination and communication with staff and policy makers	Infrastructure	No
Community Engagement	Night to Unite- staff event and provide community outreach on Current City and Community Development topics	Community Engagement	No
Comprehensive Plan Update and Implementation	Oversees the Comprehensive Plan update every 10 years. Required by the Metropolitan Council. Generally, a yearlong process including community engagement, collaboration with other departments and consultants, check ins with policy makers. Planning Commission and City Council. Implementation of plan after adoption.	Infrastructure	Yes
Customer Service	Pre-meetings with property owners, businesses, project representatives on new development, redevelopment, business ventures, tenant improvements.	Community Vibrancy	No
Legal Documents	Preparation of legal documents including ordinances, summary ordinances, resolutions, findings of fact, development agreements and development contracts	Community Vibrancy	Yes
Development Review Project Management	Project management related to the following Development applications: Comprehensive plan amendments, zoning amendments, Conditional Use Permits, Variances, Planned Unit Developments, Interim Use Permits, Plats. Includes analysis with local, state and federal regulations, collaboration with internal and external partners, developers/property owners, communication, technical backgrounds to Planning Commission and City Council, legal document coordination and approval.	Community Vibrancy	Yes
Employee reviews	Provide regular feedback to staff and conduct annual reviews	Organizational Culture	No
Employee Safety Training	Provide safety training opportunities to staff to prevent injury and illness in the workplace.	Organizational Culture	Yes
Administrative Review of projects	Review of applications and proposals that meet city code and do not require a public hearing	Community Vibrancy	Yes
Permits	Review of grading permits	Infrastructure	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Manage planning and zoning services.	Administer, implement, and update the comprehensive plan, zoning ordinances, and subdivision regulations	Planning Manager
Manage planning and zoning services.	Administer, implement, and update the comprehensive plan, zoning ordinances, and subdivision regulations	Planning Manager
Manage planning and zoning services.	Administer, implement, and update the comprehensive plan, zoning ordinances, and subdivision regulations	Planning Manager
Manage planning and zoning services.	Administer, implement, and update the comprehensive plan, zoning ordinances, and subdivision regulations	Planning Manager
Manage planning and zoning services.	Presents recommendations and other planning related information to City Council, Planning Commission, and other public meetings.	Planning Manager
Manage planning and zoning services.	Administer, implement, and update the comprehensive plan, zoning ordinances, and subdivision regulations	Planning Manager
Work alongside the community to ensure successful compliance with applicable policies, plans, ordinances, and regulations of the City and other government agencies.	Support communication, marketing, and community engagement efforts on community development activities.	Planning Manager
Manage planning and zoning services.	Administer, implement, and update the comprehensive plan, zoning ordinances, and subdivision regulations	Planning Manager
Manage planning and zoning services.	Administer, implement, and update the comprehensive plan, zoning ordinances, and subdivision regulations	Planning Manager
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Planning Manager
Manage planning and zoning services.	Administer, implement, and update the comprehensive plan, zoning ordinances, and subdivision regulations	Planning Manager
Lead the planning division of the community development department.	Prepare and monitor the planning division budget.	Planning Manager
Work alongside the community to ensure successful compliance with applicable policies, plans, ordinances, and regulations of the City and other government agencies.	Coordinate the development and implementation of ordinances, policy, programs to carry out the vision for the City and promote excellent customer service and resident, business, and developer engagement and ensure legal controls and sound management decisions.	Planning Manager
Manage planning and zoning services.	Presents recommendations and other planning related information to City Council, Planning Commission, and other public meetings.	Planning Manager
Works actively with applicants, consultants, the community, and City staff to evaluate development and permit proposals.	Coordinates with developers, applicants and citizens to ensure a comprehensive and timely resolution of each request.	Senior Planner
Leads the City zoning process and responds to requests for zoning and land use information.	Reviews and evaluates development applications, building permits and other applications to ensure compliance with city, state and federal regulations.	Senior Planner
Leads the City zoning process and responds to requests for zoning and land use information.	Reviews and evaluates development applications, building permits and other applications to ensure compliance with city, state and federal regulations.	Senior Planner

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Sign Permit Review	Review of Sign Permits (customer service-interpretation of code, correspondence, inspections).	Community Vibrancy	Yes
Zoning Compliance	Review of state licenses for zoning compliance: auto dealership license and cosmetology	Community Vibrancy	No
Permits	Review of tree removal permits including replacement plan	Sustainability	Yes
Zoning Compliance	Review of Zoning Permits for compliance with Title 10. Includes customer service, correspondence and inspection.	Community Vibrancy	Yes
Technical Backgrounds	Routinely prepares technical backgrounds/staff reports to the Planning Commission, City Council, Economic Development Commission and Economic Development Authority.	Community Engagement	Yes
Inspections (Planning)	Site inspections for new development and redevelopment to verify compliance with approved plan	Community Vibrancy	No
Community Engagement	Speaking engagements as requested—schools, apartments, business groups, civic groups	Community Engagement	No
Permit Review and Administration	Special event permit—review and comments	Community Vibrancy	Yes
Code Task Force	Subject Matter Experts (SME) for Code Task Force	Safety	No
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Administrative Review of Projects	Waivers of Subdivision: review, processing, communication related to minor division of land or change in property lines.	Community Vibrancy	Yes
Financial management	Wells Fargo P-card review, invoicing, check requests, budget review	Sustainability	Yes
Zoning Ordinance Administration		Community Vibrancy	Yes
Prepare backgrounds and research for council agenda items		Infrastructure	Yes
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections	Community Vibrancy	No
Prepare and Issue administrative citations for enforcement	Approve issuance of administrative citations for violation of codes as needed or required.	Safety	No
Prepare and Issue criminal citations for enforcement	Approve issuance of criminal citations for violations of codes as needed or required.	Safety	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Leads the City zoning process and responds to requests for zoning and land use information.	Performs advanced professional work on a variety of land use and environmental related activities.	Senior Planner
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Senior Planner
Leads the City zoning process and responds to requests for zoning and land use information.	Reviews and evaluates development applications, building permits and other applications to ensure compliance with city, state and federal regulations.	Senior Planner
Works actively with applicants, consultants, the community, and City staff to evaluate development and permit proposals.	Coordinates with developers, applicants and citizens to ensure a comprehensive and timely resolution of each request.	Senior Planner
Use your strengths to create great experiences in our organization and community.	Be involved in and enthusiastic about your work and workplace.	Senior Planner
Works actively with applicants, consultants, the community, and City staff to evaluate development and permit proposals.	Reviews site improvements in the field for conformance with approved plans.	Senior Planner
Leads the City zoning process and responds to requests for zoning and land use information.	Manages and monitors development agreements and related financial securities.	Senior Planner
Works actively with applicants, consultants, the community, and City staff to evaluate development and permit proposals.	Coordinates with developers, applicants and citizens to ensure a comprehensive and timely resolution of each request.	Senior Planner
Leads the City zoning process and responds to requests for zoning and land use information.	Reviews and evaluates development applications, building permits and other applications to ensure compliance with city, state and federal regulations.	Senior Planner
Leads the City zoning process and responds to requests for zoning and land use information.	Reviews and evaluates development applications, building permits and other applications to ensure compliance with city, state and federal regulations.	Senior Planner
Leads the City zoning process and responds to requests for zoning and land use information.	Reviews and evaluates development applications, building permits and other applications to ensure compliance with city, state and federal regulations.	Senior Planner
Leads the City zoning process and responds to requests for zoning and land use information.	Reviews and evaluates development applications, building permits and other applications to ensure compliance with city, state and federal regulations.	Senior Planner
Leads the City zoning process and responds to requests for zoning and land use information.	Reviews and evaluates development applications, building permits and other applications to ensure compliance with city, state and federal regulations.	Senior Planner
Leads the City zoning process and responds to requests for zoning and land use information.	Reviews and evaluates development applications, building permits and other applications to ensure compliance with city, state and federal regulations.	Senior Planner
Leads the City zoning process and responds to requests for zoning and land use information.	Reviews and evaluates development applications, building permits and other applications to ensure compliance with city, state and federal regulations.	Senior Planner

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Community Engagement	Building and Planning/Zoning education efforts including brochures, handouts, homeowners workshop event and speaking engagements.	Community Engagement	No
Professional Development	Burnsville University training and professional development	Organizational Culture	No
Rule compliance	DNR, FEMA, watershed districts, wetlands, small cell wireless: assures compliance with rules and collaborates with Natural Resources and Engineering Departments as necessary	Community Vibrancy	Yes
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement	No
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement, Traffic, Events, Laserfiche, Open Gov	Organizational Culture	No
Inspections (Planning)	Landscaping inspections to verify compliance with approved plan	Community Vibrancy	Yes
Legal Documents	Logistical coordination of legal documents with developers, property owners, and financially responsible entities to ensure documents are property recorded and filed with the County.	Community Vibrancy	Yes
Customer Service	Pre-meetings with property owners, businesses, project representatives on new development, redevelopment, business ventures, tenant improvements.	Community Vibrancy	No
Legal Documents	Preparation of legal documents including ordinances, summary ordinances, resolutions, findings of fact, development agreements and development contracts	Community Vibrancy	Yes
Development Review Project Management	Project management related to the following Development applications: Comprehensive plan amendments, zoning amendments, Conditional Use Permits, Variances, Planned Unit Developments, Interim Use Permits, Plats. Includes analysis with local, state and federal regulations, collaboration with internal and external partners, developers/property owners, communication, technical backgrounds to Planning Commission and City Council, legal document coordination and approval.	Community Vibrancy	Yes
Administrative Review of projects	Review of applications and proposals that meet city code and do not require a public hearing	Community Vibrancy	Yes
Permits	Review of grading permits	Infrastructure	Yes
Sign Permit Review	Review of Sign Permits (customer service-interpretation of code, correspondence, inspections).	Community Vibrancy	Yes
Zoning Compliance	Review of state licenses for zoning compliance: auto dealership license and cosmetology	Community Vibrancy	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Leads the City zoning process and responds to requests for zoning and land use information.	Reviews and evaluates development applications, building permits and other applications to ensure compliance with city, state and federal regulations.	Senior Planner
Leads the City zoning process and responds to requests for zoning and land use information.	Reviews and evaluates development applications, building permits and other applications to ensure compliance with city, state and federal regulations.	Senior Planner
Presents to and prepares recommendations to City Council and other public agencies.	Write and present concise yet thorough backgrounds for the Planning Commission and City Council meetings.	Senior Planner
Works actively with applicants, consultants, the community, and City staff to evaluate development and permit proposals.	Reviews site improvements in the field for conformance with approved plans.	Senior Planner
Leads the City zoning process and responds to requests for zoning and land use information.	Reviews and evaluates development applications, building permits and other applications to ensure compliance with city, state and federal regulations.	Senior Planner
Use your strengths to create great experiences in our organization and community.	Bring our organizational values of innovation, collaboration and excellence to work every day.	Senior Planner
Leads the City zoning process and responds to requests for zoning and land use information.	Reviews and evaluates development applications, building permits and other applications to ensure compliance with city, state and federal regulations.	Senior Planner
Leads the City zoning process and responds to requests for zoning and land use information.	Performs advanced professional work on a variety of land use and environmental related activities.	Senior Planner
Presents to and prepares recommendations to City Council and other public agencies.	Write and present concise yet thorough backgrounds for the Planning Commission and City Council meetings.	Senior Planner

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Permits	Review of tree removal permits including replacement plan	Sustainability	Yes
Zoning Compliance	Review of Zoning Permits for compliance with Title 10. Includes customer service, correspondence and inspection.	Community Vibrancy	Yes
Technical Backgrounds	Routinely prepares technical backgrounds/staff reports to the Planning Commission, City Council, Economic Development Commission and Economic Development Authority.	Community Engagement	Yes
Inspections (Planning)	Site inspections for new development and redevelopment to verify compliance with approved plan	Community Vibrancy	No
Permit Review and Administration	Special event permit—review and comments	Community Vibrancy	Yes
Purpose	To provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship.	Safety	Yes
Administrative Review of Projects	Waivers of Subdivision: review, processing, communication related to minor division of land or change in property lines.	Community Vibrancy	Yes
Zoning Ordinance Administration		Community Vibrancy	Yes
Prepare backgrounds and research for council agenda items		Infrastructure	Yes

FINANCE

DETAILED SERVICE INVENTORY

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Reconciles costs and revenues	Coordinates and maintains Project Accounting system for City construction, grants and other projects	Accountant
Prepares invoices, apply payments and monitor balances	Performs billing functions for the City	Accountant
Conducts monthly reconciliation of accounts	Performs billing functions for the City	Accountant
Coordinates collections for overdue or delinquent accounts	Performs billing functions for the City	Accountant
Provides assistance to departmental budget preparers	Assists in the preparation of the annual budget and Capital Improvement Plan (CIP)	Accountant
Provides summaries, projections and analysis for the completion of the annual budget documents	Assists in the preparation of the annual budget and Capital Improvement Plan (CIP)	Accountant
Performs finance budget system reconciliation and assist with budget document preparation	Assists in the preparation of the annual budget and Capital Improvement Plan (CIP)	Accountant
Reconciles costs and revenues	Coordinates and maintains Project Accounting system for City construction, grants and other projects	Accountant
Prepares and reviews annual financial audit work papers with independent auditors	Assists with the annual audit and financial reporting	Accountant
Prepares the Annual Comprehensive Financial Report (ACFR) in accordance with Governmental Accounting Standards Board (GASB) standards	Assists with the annual audit and financial reporting	Accountant
Assists with preparing other financial reports as necessary	Assists with the annual audit and financial reporting	Accountant
Maintains records in accordance with records management guidelines	Assists with the annual audit and financial reporting	Accountant
Maintains internal control systems in order to safeguard city assets	Assists with the annual audit and financial reporting	Accountant
Reconciles costs and revenues	Coordinates and maintains Project Accounting system for City construction, grants and other projects	Accountant
Prepares budget amendments to record project activity across years	Coordinates and maintains Project Accounting system for City construction, grants and other projects	Accountant
Conducts monthly reconciliation of accounts	Performs billing functions for the City	Accountant
Performs finance budget system reconciliation and assist with budget document preparation	Assists in the preparation of the annual budget and Capital Improvement Plan (CIP)	Accountant
Reviews and enters asset information	Maintains the Asset Management system	Accountant

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.	Sustainability	Yes
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.		No
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.		No
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.		No
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.		No
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.		No
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.		No
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.		No
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.		No
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.		No
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.		No
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.		No
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.		No
Accounting	Provide data entry and analysis for both operating and capital activities.		No
Accounting	Provide data entry and analysis for both operating and capital activities.		No
Accounting	Provide data entry and analysis for both operating and capital activities.		No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Performs financial analysis of assets	Maintains the Asset Management system	Accountant
Analyze accounts, prepares journal and produce reports with accuracy and timely..	Utilizes the City's finance system	Accountant
Prepares budget amendments to record project activity across years	Coordinates and maintains Project Accounting system for City construction, grants and other projects	Accountant
Prepares the Annual Comprehensive Financial Report (ACFR) in accordance with Governmental Accounting Standards Board (GASB) standards	Assists with the annual audit and financial reporting	Accountant
Assists with preparing other financial reports as necessary	Assists with the annual audit and financial reporting	Accountant
Utilize Business Analytics system to prepare customized financial reports	Utilizes the city's finance system	Accountant
Analyze accounts, prepares journal and produce reports with accuracy and timely..	Utilizes the City's finance system	Accountant
Maintains records in accordance with records management guidelines	Assists with the annual audit and financial reporting	Accountant
Assists with insurance renewal and coverage of city property and equipment	Maintains the Asset Management system	Accountant
Reviews and enters asset information	Maintains the Asset Management system	Accountant
Performs financial analysis of assets	Maintains the Asset Management system	Accountant
Prepares report documentation for audit purposes	Maintains the Asset Management system	Accountant
Assists with insurance renewal and coverage of city property and equipment	Maintains the Asset Management system	Accountant
Collaborates with staff to maintain asset listing including additions and disposals	Maintains the Asset Management system	Accountant
Utilize Business Analytics system to prepare customized financial reports	Assist in implementing and testing system updates and new features	Accountant
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service	We each use our strengths to create great experiences in our organization and for our community	Accountant
Contribute to making a difference to help Burnsville to be a great place to live, work and play	We each use our strengths to create great experiences in our organization and for our community	Accountant
Supports the Finance Director in insurance and risk management functions.	As assigned, coordinates the implementation of various financial programs	Accounting Manager
Assists the Chief Financial Officer (CFO) and Finance Director with investment accounting and regulations.	As assigned, coordinates the implementation of various financial programs	Accounting Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Accounting	Provide data entry and analysis for both operating and capital activities.		No
Accounting	Provide data entry and analysis for both operating and capital activities.		No
Donations and Grants Management	Review, account for and report on donations, contributions, sponsorships and grants provided to the City by third-parties.	Sustainability	No
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).	Safety	Yes
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).		No
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).		No
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).		No
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Insurance Administration and Risk Management	Manage certain insurance programs and file claims on behalf of the City in concert with applicable departments (e.g., property, casualty, workers' compensation).	Safety	Yes
Asset Management	Support the acquisition, maintenance and disposition of City assets.	Infrastructure	Yes
Asset Management	Support the acquisition, maintenance and disposition of City assets.		No
Asset Management	Support the acquisition, maintenance and disposition of City assets.		No
Asset Management	Support the acquisition, maintenance and disposition of City assets.		No
Asset Management	Support the acquisition, maintenance and disposition of City assets.		No
Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	No
Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.		No
Communications and Community Engagement	Participate in community activities and events. Provide information to the public on certain financial topics.	Community Engagement	No
Insurance Administration and Risk Management	Manage certain insurance programs and file claims on behalf of the City in concert with applicable departments (e.g., property, casualty, workers' compensation).	Safety	Yes
Treasury and Investment Management	Manage the cash needs and investment activities for the City. Reconcile City activities with various financial reports and records.	Safety	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Monitors daily cash flow and reconciliation processes	As assigned, oversees the revenue accounting function.	Accounting Manager
Aids departmental budget preparers.	Assists in preparation of annual operating budget	Accounting Manager
Assists with budget document preparation and completion.	Assists in preparation of annual operating budget	Accounting Manager
Prepare summaries, projections, and analysis to develop budget strategies.	Assists in preparation of annual operating budget	Accounting Manager
Prepare and review annual financial audit work papers with independent auditors.	Assists with the annual audit and financial reporting	Accounting Manager
Prepare the Annual Comprehensive Financial Report (ACFR) in accordance with Governmental Accounting Standards Board (GASB) standards.	Assists with the annual audit and financial reporting	Accounting Manager
Maintain records in accordance with records management guidelines (MLC, BlackDog)	Assists with the annual audit and financial reporting	Accounting Manager
Prepare and review annual financial audit work papers with independent auditors (MLC, BlackDog)	Assists with the annual audit and financial reporting	Accounting Manager
Submit required reporting to outside agencies (MLC, BlackDog)	Assists with the annual audit and financial reporting	Accounting Manager
Maintain internal control systems in order to safeguard city assets.	Assists with the annual audit and financial reporting	Accounting Manager
Maintain records in accordance with records management guidelines.	Assists with the annual audit and financial reporting	Accounting Manager
Submit required reporting to outside agencies (OSA, US Census)	Assists with the annual audit and financial reporting	Accounting Manager
Administers the purchasing card program including applications for new accounts and fraud management	Coordinates the implementation of various financial programs	Accounting Manager
Collaborates with the Police Department in the processing and reporting of forfeiture funds.	Coordinates the implementation of various financial programs	Accounting Manager
Reconcile, review and analyze financial information to identify issues and trends	Enhances processes and procedures to facilitate accurate and timely financial reporting and analysis	Accounting Manager
Reconciles accounts and performs analytical review to ensure accuracy of financial data.	Enhances processes and procedures to facilitate accurate and timely financial reporting and analysis	Accounting Manager
Maintains, develops and improves financial and managerial reporting (MLC, BlackDog).	Enhances processes and procedures to facilitate accurate and timely financial reporting and analysis	Accounting Manager
Reconciles accounts and performs analytical review to ensure accuracy of financial data (MLC, BlackDog)	Enhances processes and procedures to facilitate accurate and timely financial reporting and analysis	Accounting Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Treasury and Investment Management	Manage the cash needs and investment activities for the City. Reconcile City activities with various financial reports and records.	Safety	Yes
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes & No
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes & No
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes & No
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Fiscal Agent and JPA Support	Depending upon the relationship, provide financial and administrative support for certain joint efforts.	Community Engagement	No
Fiscal Agent and JPA Support	Depending upon the relationship, provide financial and administrative support for certain joint efforts.	Community Engagement	No
Fiscal Agent and JPA Support	Depending upon the relationship, provide financial and administrative support for certain joint efforts.	Community Engagement	No
Policy Compliance, Internal Controls and Training	Maintain and manage internal controls and compliance with applicable policies throughout the City (e.g., purchasing, public purpose). Provide training on applicable topics.	Safety	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).	Safety	Yes
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).	Safety	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Fiscal Agent and JPA Support	Depending upon the relationship, provide financial and administrative support for certain joint efforts.	Community Engagement	No
Fiscal Agent and JPA Support	Depending upon the relationship, provide financial and administrative support for certain joint efforts.	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Coordinates tax reporting and returns.	Enhances processes and procedures to facilitate accurate and timely financial reporting and analysis	Accounting Manager
Manage electronic document management and records retention.	Oversees and assists with records retention management program.	Accounting Manager
Work closely with department staff to provide efficient electronic data management	Oversees and assists with records retention management program.	Accounting Manager
Lead the annual purchasing training program	Supervises all aspects of the Accounts Payable Function	Accounting Manager
Oversee weekly invoice processing, payment issuance, and maintenance of vendor information	Supervises all aspects of the Accounts Payable Function	Accounting Manager
Provides oversight to purchasing card administration	Supervises all aspects of the Accounts Payable Function	Accounting Manager
Provides support for accounts payable team	Supervises all aspects of the Accounts Payable Function	Accounting Manager
Review and enhance accounting systems and procedures for accounts payable	Supervises all aspects of the Accounts Payable Function	Accounting Manager
Maintains, develops and improves financial and managerial reporting.	Supervises and assists with daily accounting operations	Accounting Manager
Assist staff with integration of financial information and systems	Supervises and assists with daily accounting operations	Accounting Manager
Identify control weaknesses and suggest changes.	Supervises and assists with daily accounting operations	Accounting Manager
Monitor and maintain internal controls, policies, procedures and review functions.	Supervises and assists with daily accounting operations	Accounting Manager
Provide training and support for City staff to leverage financial information.	Supervises and assists with daily accounting operations	Accounting Manager
Prepares monthly journal entries, allocations and transfers.	Supervises and assists with reconciliation of monthly bank statements and selected general ledger accounts	Accounting Manager
Supervises collection and distribution of monthly lodging tax	Supervises and assists with reconciliation of monthly bank statements and selected general ledger accounts	Accounting Manager
Maintains bankruptcy filings for City customers and vendors.	Supervises and assists with reconciliation of monthly bank statements and selected general ledger accounts	Accounting Manager
Compiles quarterly JPA water billing.	Supervises and assists with reconciliation of monthly bank statements and selected general ledger accounts	Accounting Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).	Safety	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Payroll Administration	Provide back-up and support for payroll processing (e.g., review timesheets, wire funds).	Organizational Culture	Yes
Policy Compliance, Internal Controls and Training	Maintain and manage internal controls and compliance with applicable policies throughout the City (e.g., purchasing, public purpose). Provide training on applicable topics.		No
Policy Compliance, Internal Controls and Training	Maintain and manage internal controls and compliance with applicable policies throughout the City (e.g., purchasing, public purpose). Provide training on applicable topics.	Safety	Yes
Policy Compliance, Internal Controls and Training	Maintain and manage internal controls and compliance with applicable policies throughout the City (e.g., purchasing, public purpose). Provide training on applicable topics.		No
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	No
Fiscal Agent and JPA Support	Depending upon the relationship, provide financial and administrative support for certain joint efforts.	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Processes insurance liability claims.	Supervises and assists with reconciliation of monthly bank statements and selected general ledger accounts	Accounting Manager
Assists the Chief Financial Officer (CFO) and Finance Director with the City investment portfolio.	Supports financial forecasting and budgeting process	Accounting Manager
Develops financial models and other tools to facilitate strategic planning.	Supports financial forecasting and budgeting process	Accounting Manager
Tracks all investment transactions and prepare reports for the quarterly investment committee.	Supports financial forecasting and budgeting process	Accounting Manager
Analyze accounts, prepare journals and produce reports with accuracy and in a timely manner.	Utilizes and manages the City's finance system and other systems	Accounting Manager
Leads and assists in implementing and testing system updates and new features.	Utilizes and manages the City's finance system and other systems	Accounting Manager
Evaluates and recommends best practices	Utilizes and manages the City's finance system and other systems	Accounting Manager
Performs other duties as apparent or assigned.	We each use our strengths to create great experiences in our organization and for our community	Accounting Manager
Performs other duties as apparent or assigned.	We each use our strengths to create great experiences in our organization and for our community	Accounting Manager
Performs other duties as apparent or assigned.	We each use our strengths to create great experiences in our organization and for our community	Accounting Manager
Provides daily support to staff to ensure timely and accurate revenue collections.	As assigned, oversees the revenue accounting function.	Revenue Accounting Manager
Responsible for recording the annual tax levy and payments from property taxes and special assessments.	As assigned, oversees the revenue accounting function.	Revenue Accounting Manager
Reconciles accounts and performs analytical review to ensure financial accuracy of data.	As assigned, oversees the revenue accounting function.	Revenue Accounting Manager
Monitors daily cash flow and reconciliation processes.	As assigned, oversees the revenue accounting function.	Revenue Accounting Manager
Aids departmental budget preparers.	Assists in preparation of annual operating budget.	Revenue Accounting Manager
Prepare summaries, projections, and analysis to develop budget strategies.	Assists in preparation of annual operating budget.	Revenue Accounting Manager
Assists with budget document preparation and completion.	Assists in preparation of annual operating budget.	Revenue Accounting Manager
Prepare and review annual financial audit work papers with independent auditors.	Assists with the annual audit and financial reporting.	Revenue Accounting Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Insurance Administration and Risk Management	Manage certain insurance programs and file claims on behalf of the City in concert with applicable departments (e.g., property, casualty, workers' compensation).	Safety	Yes
Treasury and Investment Management	Manage the cash needs and investment activities for the City. Reconcile City activities with various financial reports and records.	Safety	Yes
Treasury and Investment Management	Manage the cash needs and investment activities for the City. Reconcile City activities with various financial reports and records.	Safety	Yes
Treasury and Investment Management	Manage the cash needs and investment activities for the City. Reconcile City activities with various financial reports and records.	Safety	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Software Implementation and Support	Support City departments with their implementation and transactions with various software packages (e.g., OpenGov, RecTrac).	Infrastructure	Yes
Software Implementation and Support	Support City departments with their implementation and transactions with various software packages (e.g., OpenGov, RecTrac).	Infrastructure	Yes
City Council and Department Support	Respond to various needs and questions of the City departments and the City Council, most notably for special projects and new programs.	Organizational Culture	Yes
Communications and Community Engagement	Participate in community activities and events. Provide information to the public on certain financial topics.	Community Engagement	No
Policy Analysis and Program Evaluation	Perform policy analysis and program evaluation as needed (e.g., "Take-Home" Vehicles for Inspections, Labor Costing).	Sustainability	No
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.	Sustainability	Yes
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.	Sustainability	Yes
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.	Sustainability	Yes
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.	Sustainability	Yes
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Prepare the Annual Comprehensive Financial Report (ACFR) in accordance with Governmental Accounting Standards Board (GASB) standards.	Assists with the annual audit and financial reporting.	Revenue Accounting Manager
Submit required reporting to outside agencies.	Assists with the annual audit and financial reporting.	Revenue Accounting Manager
Maintain records in accordance with records management guidelines.	Assists with the annual audit and financial reporting.	Revenue Accounting Manager
Maintain internal control systems in order to safeguard city assets.	Assists with the annual audit and financial reporting.	Revenue Accounting Manager
Monitor and maintain internal controls, policies, procedures and review functions.	Supervises and assists with daily accounting operations.	Revenue Accounting Manager
Identify control weaknesses and suggest changes.	Supervises and assists with daily accounting operations.	Revenue Accounting Manager
Assist staff with integration of financial information and systems.	Supervises and assists with daily accounting operations.	Revenue Accounting Manager
Reconcile, review and analyze financial information to identify issues and trends.	Supervises and assists with daily accounting operations.	Revenue Accounting Manager
Provide training and support for City staff to leverage financial information.	Supervises and assists with daily accounting operations.	Revenue Accounting Manager
Maintains, develops and improves financial and managerial reporting.	Enhances processes and procedures to facilitate accurate and timely financial reporting and analysis.	Revenue Accounting Manager
Reconciles accounts and performs analytical review to ensure accuracy of financial data.	Enhances processes and procedures to facilitate accurate and timely financial reporting and analysis.	Revenue Accounting Manager
Coordinates tax reporting and returns.	Enhances processes and procedures to facilitate accurate and timely financial reporting and analysis.	Revenue Accounting Manager
Evaluates and recommends best practices	Utilizes and manages the City's finance system and other systems.	Revenue Accounting Manager
Leads and assists in implementing and testing system updates and new features.	Utilizes and manages the City's finance system and other systems.	Revenue Accounting Manager
Analyze accounts, prepare journals and produce reports with accuracy and in a timely manner.	Utilizes and manages the City's finance system and other systems.	Revenue Accounting Manager
Manage electronic document management and records retention.	Oversees and assists with records retention management program.	Revenue Accounting Manager
Work closely with department staff to provide efficient electronic data management.	Oversees and assists with records retention management program.	Revenue Accounting Manager
Implement electronic workflows to improve efficiencies.	Oversees and assists with records retention management program.	Revenue Accounting Manager
Prepares monthly journal entries, allocations and transfers.	As assigned, supervises and assists with reconciliation of monthly bank statements and selected general ledger accounts.	Revenue Accounting Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).	Safety	Yes
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).	Safety	Yes
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).	Safety	Yes
Software Implementation and Support	Support City departments with their implementation and transactions with various software packages (e.g., OpenGov, RecTrac).	Infrastructure	Yes
Software Implementation and Support	Support City departments with their implementation and transactions with various software packages (e.g., OpenGov, RecTrac).	Infrastructure	Yes
Software Implementation and Support	Support City departments with their implementation and transactions with various software packages (e.g., OpenGov, RecTrac).	Infrastructure	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Treasury and Investment Management	Manage the cash needs and investment activities for the City. Reconcile City activities with various financial reports and records.	Safety	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Administers the revenue accounting functions, including daily cash flow monitoring.	As assigned, coordinates the implementation of various financial programs.	Revenue Accounting Manager
Coordinates EMS billing in collaboration with Fire Department, third party billing and collection agents.	As assigned, supervises EMS billing.	Revenue Accounting Manager
Reconciles financial detail to billing agent reports.	As assigned, supervises EMS billing.	Revenue Accounting Manager
Researches and responds to patient inquiries or concerns.	As assigned, supervises EMS billing.	Revenue Accounting Manager
Coordinates collections for overdue or delinquent accounts.	As assigned, supervises EMS billing.	Revenue Accounting Manager
Coordinates insurance processing and maintains confidentiality of medical information subject to HIPAA.	As assigned, supervises EMS billing.	Revenue Accounting Manager
Coordinates EMS grant program for patients in need of financial assistance.	As assigned, supervises EMS billing.	Revenue Accounting Manager
Oversee monthly meter reading, billing, payment processing and database management.	As assigned, supervises all aspects of the Utility Billing function and maintenance of utility records.	Revenue Accounting Manager
Provides support for utility billing team.	As assigned, supervises all aspects of the Utility Billing function and maintenance of utility records.	Revenue Accounting Manager
Develops effective accounting systems and procedures for Utility Billing.	As assigned, supervises all aspects of the Utility Billing function and maintenance of utility records.	Revenue Accounting Manager
Partners in analyzing City's fees, charges and licenses for establishing and modifying rates for utilities.	As assigned, supervises all aspects of the Utility Billing function and maintenance of utility records.	Revenue Accounting Manager
Assists with establishing and monitoring the annual budget for Utility Billing.	As assigned, supervises all aspects of the Utility Billing function and maintenance of utility records.	Revenue Accounting Manager
Performs other duties as apparent or assigned.	We each use our strengths to create great experiences in our organization and for our community.	Revenue Accounting Manager
Provide training and support for City staff to leverage financial information.	Supervises and assists with daily accounting operations.	Revenue Accounting Manager
Monitor and maintain internal controls, policies, procedures and review functions.	Supervises and assists with daily accounting operations.	Revenue Accounting Manager
Provides technical financial assistance in TIF management.	Manages financial accounting and reporting for the City's Tax Increment Financing (TIF) districts.	Revenue Accounting Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Treasury and Investment Management	Manage the cash needs and investment activities for the City. Reconcile City activities with various financial reports and records.	Safety	Yes
Emergency Management Services (EMS) Administration	Provide financial administration support for EMS billing, budgeting, collections, taxes and revenue recapture and reporting among other items.	Safety	No
Emergency Management Services (EMS) Administration	Provide financial administration support for EMS billing, budgeting, collections, taxes and revenue recapture and reporting among other items.	Safety	No
Emergency Management Services (EMS) Administration	Provide financial administration support for EMS billing, budgeting, collections, taxes and revenue recapture and reporting among other items.	Safety	No
Emergency Management Services (EMS) Administration	Provide financial administration support for EMS billing, budgeting, collections, taxes and revenue recapture and reporting among other items.	Safety	No
Emergency Management Services (EMS) Administration	Provide financial administration support for EMS billing, budgeting, collections, taxes and revenue recapture and reporting among other items.	Safety	No
Emergency Management Services (EMS) Administration	Provide financial administration support for EMS billing, budgeting, collections, taxes and revenue recapture and reporting among other items.	Safety	No
Utility Billing and Administration	Process billings and payments for more than 16,700 account monthly for public utilities provided by the City, support the certification of unpaid claims and provide budget support and analysis.	Infrastructure	Yes
Utility Billing and Administration	Process billings and payments for more than 16,700 account monthly for public utilities provided by the City, support the certification of unpaid claims and provide budget support and analysis.	Infrastructure	Yes
Utility Billing and Administration	Process billings and payments for more than 16,700 account monthly for public utilities provided by the City, support the certification of unpaid claims and provide budget support and analysis.	Infrastructure	Yes
Utility Billing and Administration	Process billings and payments for more than 16,700 account monthly for public utilities provided by the City, support the certification of unpaid claims and provide budget support and analysis.	Infrastructure	Yes
Utility Billing and Administration	Process billings and payments for more than 16,700 account monthly for public utilities provided by the City, support the certification of unpaid claims and provide budget support and analysis.	Infrastructure	Yes
Special Projects	Lead and manage various special projects as assigned by the City Manager (e.g., process improvement).	Sustainability	No
City Council and Department Support	Respond to various needs and questions of the City departments and the City Council, most notably for special projects and new programs.	Organizational Culture	Yes
Policy Compliance, Internal Controls and Training	Maintain and manage internal controls and compliance with applicable policies throughout the City (e.g., purchasing, public purpose). Provide training on applicable topics.	Safety	Yes
Tax Increment Financing (TIF) Administration	Administer and report on the TIF District authorized by the City Council in concert with the Community Development and Public Works Departments.	Community Vibrancy	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.	We each use our strengths to create great experiences in our organization and for our community.	Revenue Accounting Manager
Commit to understanding one another, valuing each other's differences and adapting behavior to create a workplace where everyone feels like they belong.	We each use our strengths to create great experiences in our organization and for our community.	Revenue Accounting Manager
Contribute to making a difference to help Burnsville to be a great place to live, work and play.	We each use our strengths to create great experiences in our organization and for our community.	Revenue Accounting Manager
Prepares and reviews annual financial audit work papers with independent auditors.	Assists with the annual audit and financial reporting.	Accounting Specialist
Prepares the Annual Comprehensive Financial Report (ACFR) in accordance with Governmental Accounting Standards Board (GASB) standards.	Assists with the annual audit and financial reporting.	Accounting Specialist
Assists with preparing other financial reports as necessary.	Assists with the annual audit and financial reporting.	Accounting Specialist
Maintains records in accordance with records management guidelines.	Assists with the annual audit and financial reporting.	Accounting Specialist
Maintain internal control systems in order to safeguard city assets.	Assists with the annual audit and financial reporting.	Accounting Specialist
Process new account requests, maintain cardholder listing, address purchasing card system issues and manage fraud notifications.	Coordinates and maintains the purchasing card program	Accounting Specialist
Create and import monthly purchasing card transaction report from the purchasing card system.	Coordinates and maintains the purchasing card program	Accounting Specialist
Compiles and files sales tax refund for purchasing card transactions.	Coordinates and maintains the purchasing card program	Accounting Specialist
Provides support and training for staff to ensure appropriate and useful purchasing card usage.	Coordinates and maintains the purchasing card program	Accounting Specialist
Review purchasing card transactions to ensure all purchasing policies are followed and all purchase requirements are met.	Coordinates and maintains the purchasing card program	Accounting Specialist
Administer annual acknowledgment of purchasing card guidelines.	Coordinates and maintains the purchasing card program	Accounting Specialist
Enhances processes and procedures to facilitate accurate and timely accounting reporting and analysis.	Coordinates and maintains the purchasing card program	Accounting Specialist
Process invoices and reconciles incoming payments.	Maintains accounting records for the Ames Center.	Accounting Specialist

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Communications and Community Engagement	Participate in community activities and events. Provide information to the public on certain financial topics.	Community Engagement	No
Communications and Community Engagement	Participate in community activities and events. Provide information to the public on certain financial topics.	Community Engagement	No
Communications and Community Engagement	Participate in community activities and events. Provide information to the public on certain financial topics.	Community Engagement	No
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).	Safety	Yes
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).	Safety	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Policy Compliance, Internal Controls and Training	Maintain and manage internal controls and compliance with applicable policies throughout the City (e.g., purchasing, public purpose). Provide training on applicable topics.	Safety	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Policy Compliance, Internal Controls and Training	Maintain and manage internal controls and compliance with applicable policies throughout the City (e.g., purchasing, public purpose). Provide training on applicable topics.	Safety	Yes
Policy Compliance, Internal Controls and Training	Maintain and manage internal controls and compliance with applicable policies throughout the City (e.g., purchasing, public purpose). Provide training on applicable topics.	Safety	Yes
Policy Compliance, Internal Controls and Training	Maintain and manage internal controls and compliance with applicable policies throughout the City (e.g., purchasing, public purpose). Provide training on applicable topics.	Safety	Yes
Policy Analysis and Program Evaluation	Perform policy analysis and program evaluation as needed (e.g., "Take-Home" Vehicles for Inspections, Labor Costing).	Sustainability	No
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Provides analysis of accounts as requested.	Maintains accounting records for the Ames Center.	Accounting Specialist
Meet with representatives to coordinate monthly financials and monitor progress.	Maintains accounting records for the Ames Center.	Accounting Specialist
Manage collection and distribution of monthly lodging tax.	Reconciles selected general ledger accounts.	Accounting Specialist
Receives and records unclaimed property and remits annually all unclaimed property to the State of Minnesota.	Reconciles selected general ledger accounts.	Accounting Specialist
Conducts monthly reconciliation of accounts and prepares journal entries.	Reconciles selected general ledger accounts.	Accounting Specialist
Reviews open payment reports and collaborates with holders and accounts payable to close payments.	Reconciles selected general ledger accounts.	Accounting Specialist
Processes and prints checks, ACH, and payment cards for approved payments.	Support Accounts Payable payment processing and annual purchasing training	Accounting Specialist
Enters approved invoices and reviews invoice batches from other City locations for weekly payment processing.	Support Accounts Payable payment processing and annual purchasing training	Accounting Specialist
Reviews invoices and packaging slips for accuracy, approval to pay, and account coding.	Support Accounts Payable payment processing and annual purchasing training	Accounting Specialist
Reviews open purchase order reports and collaborates with staff on their completion.	Support Accounts Payable payment processing and annual purchasing training	Accounting Specialist
Responds to internal and external customer inquiries.	Support Accounts Payable payment processing and annual purchasing training	Accounting Specialist
Collaborates to coordinate annual purchasing training.	Support Accounts Payable payment processing and annual purchasing training	Accounting Specialist
Communicate with internal and external customers regarding City purchasing guidelines and other policies and procedures.	Support Accounts Payable payment processing and annual purchasing training	Accounting Specialist
Analyze accounts, prepare journals and produce reports with accuracy and in a timely manner.	Utilizes the City's finance system.	Accounting Specialist
Evaluate and recommend best practices	Utilizes the City's finance system.	Accounting Specialist
Assist in implementing and testing system updates and new features.	Utilizes the City's finance system.	Accounting Specialist
Reviews purchasing forms associated with the acquisition of goods and services initiated by the City.	Reviews purchasing forms associated with the acquisition of goods and services initiated by the City.	Accounts Payable Specialist

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	No
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	No
Policy Compliance, Internal Controls and Training	Maintain and manage internal controls and compliance with applicable policies throughout the City (e.g., purchasing, public purpose). Provide training on applicable topics.	Safety	Yes
Policy Compliance, Internal Controls and Training	Maintain and manage internal controls and compliance with applicable policies throughout the City (e.g., purchasing, public purpose). Provide training on applicable topics.	Safety	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Software Implementation and Support	Support City departments with their implementation and transactions with various software packages (e.g., OpenGov, RecTrac).	Infrastructure	Yes
Software Implementation and Support	Support City departments with their implementation and transactions with various software packages (e.g., OpenGov, RecTrac).	Infrastructure	Yes
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Responds to internal and external customer inquiries. Contacts vendors to resolve discrepancies.	Reviews purchasing forms associated with the acquisition of goods and services initiated by the City.	Accounts Payable Specialist
Works with department staff for appropriate approvals and purchasing guidelines.	Reviews purchasing forms associated with the acquisition of goods and services initiated by the City.	Accounts Payable Specialist
Enters approved invoices for weekly payment processing.	Processes payments for goods and services obtained by the City.	Accounts Payable Specialist
Review and process invoice batches from other City locations for weekly payment processing.	Processes payments for goods and services obtained by the City.	Accounts Payable Specialist
Processes and prints checks, ACH, credit card and auto drafts for approved payment.	Processes payments for goods and services obtained by the City.	Accounts Payable Specialist
Determines applicable sales and use tax.	Processes payments for goods and services obtained by the City.	Accounts Payable Specialist
Prepares and reviews annual financial audit work papers with independent auditors.	Assists with the annual audit and financial reporting	Accounts Payable Specialist
Prepares the Annual Comprehensive Financial Report (ACFR) in accordance with Governmental Accounting Standards Board (GASB) standards.	Assists with the annual audit and financial reporting	Accounts Payable Specialist
Assists with preparing other financial reports as necessary.	Assists with the annual audit and financial reporting	Accounts Payable Specialist
Maintains records in accordance with records management guidelines.	Assists with the annual audit and financial reporting	Accounts Payable Specialist
Maintain internal control systems in order to safeguard city assets.	Assists with the annual audit and financial reporting	Accounts Payable Specialist
Analyze accounts, prepare journals and produce reports with accuracy and in a timely manner.	Utilizes the City's finance system	Accounts Payable Specialist
Prepares Claims List summary of payables for Council approval.	Prepares and reviews regular reports associated with payment processing.	Accounts Payable Specialist
Reviews open purchase order reports and collaborates with staff on their completion.	Prepares and reviews regular reports associated with payment processing.	Accounts Payable Specialist
Maintains up to date vendor W9 information and processes 1099's at year end.	Prepares and reviews regular reports associated with payment processing.	Accounts Payable Specialist
Evaluate and recommend best practices.	Utilizes the City's finance system	Accounts Payable Specialist
Assist in implementing and testing system updates and new features.	Utilizes the City's finance system	Accounts Payable Specialist

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).	Safety	Yes
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).	Safety	Yes
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).	Safety	Yes
Software Implementation and Support	Support City departments with their implementation and transactions with various software packages (e.g., OpenGov, RecTrac).	Infrastructure	Yes
Software Implementation and Support	Support City departments with their implementation and transactions with various software packages (e.g., OpenGov, RecTrac).		No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Assigns vendor codes and new vendor setup when changes occur.	Establishes and maintains accounts payable records.	Accounts Payable Specialist
Maintains up to date vendor lists and files to ensure accuracy.	Establishes and maintains accounts payable records.	Accounts Payable Specialist
Scans all AP paid invoices into Laserfiche and maintains records.	Establishes and maintains accounts payable records.	Accounts Payable Specialist
Enters and maintains monthly utility and phone bill spreadsheets.	Establishes and maintains accounts payable records.	Accounts Payable Specialist
Maintains record retention files online and in hard copy as needed.	Establishes and maintains accounts payable records.	Accounts Payable Specialist
Researches vendor histories, updates vendor information and provides documentation to staff.	Provides daily support to staff and vendors to ensure timely and accurate purchasing and payments.	Accounts Payable Specialist
Verifies purchase orders, void and reissue payments, reclassifies invoices and processes journal entries as requested.	Provides daily support to staff and vendors to ensure timely and accurate purchasing and payments.	Accounts Payable Specialist
Provides guidance to staff on budget and accounting procedures.	Provides daily support to staff and vendors to ensure timely and accurate purchasing and payments.	Accounts Payable Specialist
Provides training for online purchase orders, invoice entry and assists with annual purchasing training.	Provides daily support to staff and vendors to ensure timely and accurate purchasing and payments.	Accounts Payable Specialist
Communicates with internal and external customers regarding City purchasing guidelines and other policies and procedures.	Provides daily support to staff and vendors to ensure timely and accurate purchasing and payments.	Accounts Payable Specialist
Assists with completion of forms such as W9, credit applications and tax-exempt forms.	Provides daily support to staff and vendors to ensure timely and accurate purchasing and payments.	Accounts Payable Specialist
Develop and implement the City of Burnsville's multi-year budget in collaboration with key stakeholders	Lead the budgeting process by establishing timelines, coordinating with departments, and ensuring accuracy and completeness of budget submissions.	Budget Manager
Develop and implement the City of Burnsville's multi-year budget in collaboration with key stakeholders	Develop and implement budget guidelines and instructions.	Budget Manager
Develop and implement the City of Burnsville's multi-year budget in collaboration with key stakeholders	Provide professional assistance and support to City teammates on budget preparation and analysis.	Budget Manager
Develop and implement the City of Burnsville's multi-year budget in collaboration with key stakeholders	Prepare budget proposals and review budget requests and recommendations.	Budget Manager
Develop and implement the City of Burnsville's multi-year budget in collaboration with key stakeholders	Foster effective communication and collaboration with internal departments, external agencies, and auditors to support financial transparency and accountability.	Budget Manager
Develop and implement the City of Burnsville's multi-year budget in collaboration with key stakeholders	Provide regular reports and presentations to council, the leadership team, and other stakeholders on the financial status, budgetary projections, and recommendations for corrective action.	Budget Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	No
Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	No
Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	No
Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	No
Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	No
Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	Yes
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes
City Council and Department Support	Respond to various needs and questions of the City departments and the City Council, most notably for special projects and new programs.	Organizational Culture	Yes
City Council and Department Support	Respond to various needs and questions of the City departments and the City Council, most notably for special projects and new programs.	Organizational Culture	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Monitor department budget execution, recommendations, and budget adjustments.	Research, analyze, evaluate, and develop findings and make recommendations involving complex budget and financial management issues.	Budget Manager
Monitor department budget execution, recommendations, and budget adjustments.	Evaluate and formulate recommendations for enhancing the City budget development process and related budget documentation.	Budget Manager
Monitor department budget execution, recommendations, and budget adjustments.	Monitor budget trends and departmental budget performance.	Budget Manager
Facilitate capital improvement plan budgeting.	Coordinate with departmental teams regarding the development of the City's five-year capital improvement plan.	Budget Manager
Facilitate capital improvement plan budgeting.	Provide expert and professional assistance and support to teams on budget preparation and analysis.	Budget Manager
Administer financial components of revenue development projects to include establishing budgets for grant applications and sales tax administration.	Monitor CIP project implementation to ensure conformance with established and council-approved budgets.	Budget Manager
Administer financial components of revenue development projects to include establishing budgets for grant applications and sales tax administration.	Review the CIP for consistency with the annual operating and capital budget.	Budget Manager
Administer financial components of revenue development projects to include establishing budgets for grant applications and sales tax administration.	Facilitate a process to determine the prioritization of the City Manager's recommended CIP requests.	Budget Manager
Conduct financial analysis and forecasting to support strategic decision-making and long-term financial planning.	Analyze financial data, including revenue and expenditure trends, to identify potential areas of improvement, cost-saving opportunities, and potential risks.	Budget Manager
Conduct financial analysis and forecasting to support strategic decision-making and long-term financial planning.	Monitor and track budget performance, ensuring adherence to established budgetary guidelines, and identifying any variances or discrepancies.	Budget Manager
Conduct financial analysis and forecasting to support strategic decision-making and long-term financial planning.	Prepare reports and provide financial data.	Budget Manager
Conduct financial analysis and forecasting to support strategic decision-making and long-term financial planning.	Collaborate with department heads and finance staff to ensure accurate and timely recording of financial transactions and compliance with accounting principles and regulations.	Budget Manager
Conduct financial analysis and forecasting to support strategic decision-making and long-term financial planning.	Stay up to date with relevant laws, regulations, and best practices in budget management, financial reporting, and governmental accounting.	Budget Manager
Provides daily support to staff to ensure timely and accurate revenue collections.	Coordinates and maintains revenue accounting functions.	Revenue Accounting Specialist
Retrieve, import and approve daily activity from income generating departments.	Coordinates and maintains revenue accounting functions.	Revenue Accounting Specialist
Reconciles accounts and performs analytical review to ensure financial accuracy of data.	Coordinates and maintains revenue accounting functions.	Revenue Accounting Specialist

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Policy Analysis and Program Evaluation	Perform policy analysis and program evaluation as needed (e.g., “Take-Home” Vehicles for Inspections, Labor Costing).	Sustainability	No
Policy Analysis and Program Evaluation	Perform policy analysis and program evaluation as needed (e.g., “Take-Home” Vehicles for Inspections, Labor Costing).	Sustainability	No
Policy Analysis and Program Evaluation	Perform policy analysis and program evaluation as needed (e.g., “Take-Home” Vehicles for Inspections, Labor Costing).	Sustainability	No
City Council and Department Support	Respond to various needs and questions of the City departments and the City Council, most notably for special projects and new programs.	Organizational Culture	Yes
City Council and Department Support	Respond to various needs and questions of the City departments and the City Council, most notably for special projects and new programs.	Organizational Culture	Yes
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).	Safety	Yes
City Council and Department Support	Respond to various needs and questions of the City departments and the City Council, most notably for special projects and new programs.	Organizational Culture	Yes
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.	Sustainability	Yes
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.	Sustainability	No
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.	Sustainability	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Performs finance system reconciliation.	Coordinates and maintains revenue accounting functions.	Revenue Accounting Specialist
Enhances processes and procedures to facilitate accurate and timely accounting reporting and analysis.	Coordinates and maintains revenue accounting functions.	Revenue Accounting Specialist
Prepares and reviews annual financial audit work papers with independent auditors.	Assists with the annual audit and financial reporting.	Revenue Accounting Specialist
Prepares the Annual Comprehensive Financial Report (ACFR) in accordance with Governmental Accounting Standards Board (GASB) standards.	Assists with the annual audit and financial reporting.	Revenue Accounting Specialist
Assists with preparing other financial reports as necessary.	Assists with the annual audit and financial reporting.	Revenue Accounting Specialist
Maintains records in accordance with records management guidelines.	Assists with the annual audit and financial reporting.	Revenue Accounting Specialist
Maintain internal control systems in order to safeguard City assets.	Assists with the annual audit and financial reporting.	Revenue Accounting Specialist
Update and monitor daily cash flow through reconciliation processes.	Prepares and reconciles the cash flow statement.	Revenue Accounting Specialist
Ensure all payments are identified and routed to the appropriate person for processing.	Prepares and reconciles the cash flow statement.	Revenue Accounting Specialist
Reconcile credit card spreadsheet, prepare journal entries and record credit card fees.	Prepares and reconciles the cash flow statement.	Revenue Accounting Specialist
Balance credit cards to the Monthly Cash Reconciliation Report.	Prepares and reconciles the cash flow statement.	Revenue Accounting Specialist
Evaluate and recommend best practices	Utilizes the City's finance system.	Revenue Accounting Specialist
Assist in implementing and testing system updates and new features.	Utilizes the City's finance system.	Revenue Accounting Specialist
Analyze accounts, prepare journals and produce reports with accuracy and in a timely manner.	Utilizes the City's finance system.	Revenue Accounting Specialist
Collaborates with the Fire Department for EMS billing through third parties and collection agents.	Performs and coordinates city and EMS billing processes.	Revenue Accounting Specialist
Receives, records and reconciles revenue payments.	Performs and coordinates city and EMS billing processes.	Revenue Accounting Specialist
Conducts monthly reconciliation of accounts.	Performs and coordinates city and EMS billing processes.	Revenue Accounting Specialist
Coordinates collections for overdue or delinquent accounts.	Performs and coordinates city and EMS billing processes.	Revenue Accounting Specialist

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.	Sustainability	No
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.	Sustainability	No
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Audit	Manage the inspection and review of the financial position of the City and provide for compliance with various regulations and policies.	Safety	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Accounting	Provide data entry and analysis for both operating and capital activities.	Sustainability	Yes
Emergency Management Services (EMS) Administration	Provide financial administration support for EMS billing, budgeting, collections, taxes and revenue recapture and reporting among other items.	Safety	No
Emergency Management Services (EMS) Administration	Provide financial administration support for EMS billing, budgeting, collections, taxes and revenue recapture and reporting among other items.	Safety	No
Emergency Management Services (EMS) Administration	Provide financial administration support for EMS billing, budgeting, collections, taxes and revenue recapture and reporting among other items.	Safety	No
Emergency Management Services (EMS) Administration	Provide financial administration support for EMS billing, budgeting, collections, taxes and revenue recapture and reporting among other items.	Safety	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Coordinates insurance processing, maintaining confidentiality of PHI.	Performs and coordinates city and EMS billing processes.	Revenue Accounting Specialist
Coordinates EMS grant program for patients in need of financial assistance.	Performs and coordinates city and EMS billing processes.	Revenue Accounting Specialist
Review and record financial data	Support Utility Billing revenue recognition and reconciliation.	Revenue Accounting Specialist
Coordinate the processing of returned payments.	Support Utility Billing revenue recognition and reconciliation.	Revenue Accounting Specialist
Reconcile daily payment batches.	Support Utility Billing revenue recognition and reconciliation.	Revenue Accounting Specialist
Provides training to departments for preparing deposits, revenue collections entry, receipt processing.	Provides support to staff and vendors to ensure timely and accurate revenue recognition and payments.	Revenue Accounting Specialist
Record miscellaneous payments from the outside agencies, franchise agreements and vending commissions.	Provides support to staff and vendors to ensure timely and accurate revenue recognition and payments.	Revenue Accounting Specialist
Communicate with internal and external customers, including other City departments, banking services providers, and credit card processors.	Provides support to staff and vendors to ensure timely and accurate revenue recognition and payments.	Revenue Accounting Specialist
Manages weekly courier delivery of utility and city hall payments and monthly expenses	Develops effective accounting systems and procedures for Utility Billing	Utility Billing Accountant
Assist with monthly bill and payment processing	Promotes excellent service for all phases of utility billing	Utility Billing Accountant
Assist with establishing and monitoring the annual budget for Utility Billing	Analyzes financial information to assist with forecasting and budgeting	Utility Billing Accountant
Completes the aging process, monthly penalizing of delinquent accounts, and certification of delinquent accounts to property taxes twice a year.	Develops effective accounting systems and procedures for Utility Billing	Utility Billing Accountant
Evaluate and recommend best practices	Utilizes the City's finance system	Utility Billing Accountant
Analyze accounts, prepare journals and produce reports with accuracy and in a timely manner	Utilizes the City's finance system	Utility Billing Accountant
Supports the maintenance of accurate billing date and records	Promotes excellent service for all phases of utility billing	Utility Billing Accountant

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Emergency Management Services (EMS) Administration	Provide financial administration support for EMS billing, budgeting, collections, taxes and revenue recapture and reporting among other items.	Safety	No
Emergency Management Services (EMS) Administration	Provide financial administration support for EMS billing, budgeting, collections, taxes and revenue recapture and reporting among other items.	Safety	No
Utility Billing and Administration	Process billings and payments for more than 16,700 account monthly for public utilities provided by the City, support the certification of unpaid claims and provide budget support and analysis.	Infrastructure	Yes
Utility Billing and Administration	Process billings and payments for more than 16,700 account monthly for public utilities provided by the City, support the certification of unpaid claims and provide budget support and analysis.	Infrastructure	Yes
Utility Billing and Administration	Process billings and payments for more than 16,700 account monthly for public utilities provided by the City, support the certification of unpaid claims and provide budget support and analysis.	Infrastructure	Yes
Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	No
Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	No
Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	No
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.	Sustainability	Yes
Budget and Financial Planning	Provide for thoughtful annual budgeting and long-term financial planning. Advise the City Manager and City Council regarding the financial position of the City.	Sustainability	Yes
Reporting	Manage, create and delivery various reports on behalf of the City (e.g., Dakota County, Federal Government, OSA).	Safety	Yes
Software Implementation and Support	Support City departments with their implementation and transactions with various software packages (e.g., OpenGov, RecTrac).	Infrastructure	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Coordinates new account administration and equipment set-up	Maintains customer accounts and water meter data	Utility Billing Accountant
Analyze accounts, prepare journals and produce reports with accuracy and in a timely manner	Utilizes the City's finance system	Utility Billing Accountant
Supports billing team in the delivery of accurate and timely information to customers	Promotes excellent service for all phases of utility billing	Utility Billing Accountant
Processes JPA transactions	Implements and maintains billing rates for all services	Utility Billing Accountant
Analyzes customer balances to ensure proper posting of payments	Develops effective accounting systems and procedures for Utility Billing	Utility Billing Accountant
Bring our organizations values of collaboration, innovation, and excellence to work every day to deliver the best possible public service	We each use our strengths to create great experiences in our organization and for our community	Utility Billing Accountant
Processes customer refunds each month.	Coordinates the full-cycle billing process.	Utility Billing Specialist
Certifies delinquent accounts to property taxes twice a year.	Coordinates the full-cycle billing process.	Utility Billing Specialist
Imports payment information from payment lockbox, credit cards and electronic payments.	Coordinates timely processing and editing of cash receipts.	Utility Billing Specialist
Schedules courier for timely pickup of payments received at City Hall.	Coordinates timely processing and editing of cash receipts.	Utility Billing Specialist
Creates monthly bank transfer file and maintains customer ACH bank information.	Coordinates timely processing and editing of cash receipts.	Utility Billing Specialist
Analyze accounts, prepare journals and produce reports with accuracy and in timely manner.	Utilizes the City's finance system.	Utility Billing Specialist
Evaluate and recommend best practices.	Utilizes the City's finance system.	Utility Billing Specialist
Assist in implementing and testing system updates and new features.	Utilizes the City's finance system.	Utility Billing Specialist
Records all data changes received from customers or web forms resulting from occupancy and other account changes.	Maintains billing data for creating and updating accurate customer accounts.	Utility Billing Specialist
Establishes new accounts from permit information on a timely basis.	Maintains billing data for creating and updating accurate customer accounts.	Utility Billing Specialist
Coordinates new account administration and equipment set-up.	Maintains billing data for creating and updating accurate customer accounts.	Utility Billing Specialist

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Utility Billing and Administration	Process billings and payments for more than 16,700 account monthly for public utilities provided by the City, support the certification of unpaid claims and provide budget support and analysis.	Infrastructure	Yes
Special Projects	Lead and manage various special projects as assigned by the City Manager (e.g., process improvement).	Sustainability	No
Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	No
Fiscal Agent and JPA Support	Depending upon the relationship, provide financial and administrative support for certain joint efforts.	Community Engagement	No
Policy Compliance, Internal Controls and Training	Maintain and manage internal controls and compliance with applicable policies throughout the City (e.g., purchasing, public purpose). Provide training on applicable topics.	Safety	Yes
Communications and Community Engagement	Participate in community activities and events. Provide information to the public on certain financial topics.	Community Engagement	No
Accounts Payable and Billing Services	Provide for the accurate and timely payment of goods and services procured by the City. Support departments with their payment needs (e.g., purchasing cards).	Sustainability	Yes
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.	Sustainability	Yes
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.	Sustainability	Yes
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Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.	Sustainability	Yes
Accounts Receivable and Revenue Collection	Provide for the accurate and timely acceptance of payments owed to the City, including property taxes as well as fees and charges.	Sustainability	Yes
Software Implementation and Support	Support City departments with their implementation and transactions with various software packages (e.g., OpenGov, RecTrac).	Infrastructure	Yes
Software Implementation and Support	Support City departments with their implementation and transactions with various software packages (e.g., OpenGov, RecTrac).	Infrastructure	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Establishes new meter records and completes meter change-out processing.	Maintains required water meter data.	Utility Billing Specialist
Coordinates meter discrepancies with Public Works.	Maintains required water meter data.	Utility Billing Specialist
Performs all billing functions and calculations and reviews required reports.	Coordinates the full-cycle billing process.	Utility Billing Specialist
Analyzes billing data to ensure complete, accurate and timely billing.	Coordinates the full-cycle billing process.	Utility Billing Specialist
Coordinates monthly process schedule to meet billing timelines.	Coordinates the full-cycle billing process.	Utility Billing Specialist
Exports billing data to bill print and mailing service vendor.	Coordinates the full-cycle billing process.	Utility Billing Specialist
Analyzes electronic meter reads, reviews audits and coordinates the resolution of discrepancies.	Coordinates the full-cycle billing process.	Utility Billing Specialist
Responds to inquiries and provides support for online payment questions.	Provides excellent customer service for all phases of utility billing.	Utility Billing Specialist
Investigates irregularities and creates adjustments in a timely manner.	Provides excellent customer service for all phases of utility billing.	Utility Billing Specialist
Coordinates responses to residents verbally or in writing.	Provides excellent customer service for all phases of utility billing.	Utility Billing Specialist
Attended Public Works Open House	Provides excellent customer service for all phases of utility billing.	Utility Billing Specialist

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Records Management	Maintain various financial data, records and reports in concert with the City Clerk's Office.	Safety	Yes
Utility Billing and Administration	Process billings and payments for more than 16,700 account monthly for public utilities provided by the City, support the certification of unpaid claims and provide budget support and analysis.	Infrastructure	Yes
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Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	Yes
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Customer and Vendor Support	Provide miscellaneous support and direction for various customers and vendors on behalf of the City.	Organizational Culture	Yes
Communications and Community Engagement	Participate in community activities and events. Provide information to the public on certain financial topics.	Community Engagement	No

DETAILED SERVICE INVENTORY

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Leadership	Ensure the development and review of department policies, goals and objectives in alignment with Council Strategic Priorities and best practices.	Organizational Culture	No
Onboarding	Select, onboard, meet with new recruits. Provide introduction to dept. history, operations, mission, core values, expectations.	Organizational Culture	No
Leadership	Set direction, create positive culture of shared beliefs and expectations. Communication, clarity, consistency.	Organizational Culture	No
Public Safety	Oversee the effective utilization of equipment, facilities, and technology. Direct the development of recommendations to meet the future equipment, facilities and technology needs.	Safety	No
Public Events	Develop positive relationships with community groups, businesses and citizens. Connect with community organizations and activities in a manner that promotes a positive image of the City.	Community Engagement	No
Team Building	Create positive working relationships with other city staff.	Organizational Culture	No
Team Building	Provide supportive leadership. Collaborate with City Council and City Manager to create positive outcomes.	Organizational Culture	No
Leadership	Develop and maintain Standards of Coverage document	Safety	No
Public Safety/Leadership	Support strategic plan priorities. Implement staffing and facility studies.	Safety	No
Partnership	Seek opportunities with other agencies and organizations to jointly provide FIRE/EMS services more effectively and/or efficiently.	Safety	No
Special Operations Team/MN Task Force 1	Cooperate with surrounding communities, state and federal agencies and participate on various intergovernmental task forces or committees	Safety	No
Council Backgrounds	Prepare department Council agenda backgrounds (contracts, Joint Powers Agreements, purchasing, ordinance revisions, grants)	Community Engagement	No
Legislative Accountability	Provide/present operational updates, legislative updates, and other information as needed to the City Manager, City Council or other appropriate groups.	Safety	No
Employee Engagement	Identify and develop division talent and recognize strengths and achievements of department personnel.	Organizational Culture	No
Leadership	Work with department staff to provide leadership, assist with problems, and review assignments, programs and operations to identify potential improvements.	Organizational Culture	No
Training	Participate in training to maintain certifications/licensures and develop necessary skills and abilities	Safety	Yes
Transparency/Accountability	Mandated reporting for EMS and Fire Service	Safety	Yes
Administrative	Associate and maintain Fire and EMS certifications/licenses.	Safety	Yes

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Leadership	Involved in county, metro, state and national fire, EMS and emergency management associations	Vision	No
Succession	Plan for open vacancies in numerous specialty positions and assist in filling those positions with the best possible candidates	Organizational Culture	No
Leadership/Staff Development	Review the performance of employees and ensure they are meeting departments high standards and are getting necessary resources to succeed	Organizational Culture	No
Leadership	Oversee operations and ensure alignment with department's mission and core values	Vision	No
Relationship Building	Foster a strong collaborative relationship with partners such as Dakota County Social Service, Fairview Ridges hospital and our medical director to help meet the needs of those residents needing assistance with homelessness and mental health resources	Community Engagement	No
Fleet	Collaborate with BFD and PW staff to select and obtain most capable vehicles to ensure work can be done safely and efficiently	Infrastructure	No
Community Outreach	Help organize and oversee community engagement efforts and respond appropriately to complaints or concerns from the community	Community Engagement	No
Relationship Building	Build and maintain a strong relationship with ISD 191, ISD 196, technical colleges and other educational institutions to work together to maintain a safe, effective, and positive educational setting for students	Community Engagement	No
Fire Captain and Firefighter/ Paramedic	Oversee and lead the roles and responsibilities of the position	Safety	No
Review NFIRS and EMS Reports	Review applicable reports and video when there are Fire incidents and/or EMS issues to ensure service is being within the department expectation and industry best practices.	Safety	No
Employee Evaluations	Provide Employee Evaluations for Assistant Chiefs, Captains, Fire Inspectors, Admin Assistant and review the evaluations done by other supervisors.	Organizational Culture	No
Awards	Review incidents and nominations for applicable employee, resident, and public recognition awards.	Organizational Culture	No
Oversee Various Teams/ Committees	Oversee committees/teams such as: FTO, Leadership, Equipment, OI, Public Education, Health and Wellness	Safety	No
Budget Development	Assist in developing and reviewing yearly budget.	Safety	Yes
Incident/Injury Report Review	Review incident/injury reports for process improvements to prevent incidents and injuries.	Safety	No
Training Requests	Review training requests	Safety	No
Employee Support	Support the needs of all employees	Organizational Culture	No

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Hiring Coordinator	Work with HR to coordinate our hiring process and be the POC to hires	Organizational Culture	No
Facilities Oversight	Work with city facilities to keep FD updated and address any items of repair	Sustainability	No
Promotion	Conduct promotional and position testing/evaluation processes to identify the best candidate for open positions	Organizational Culture	No
Emergency Response	Respond to significant or critical incidents to provide support and fulfill incident command roles	Safety	No
Training	Oversee collaborative training academy to ensure new hired and/or promoted staff are equipped to provide exceptional service to the community	Organizational Culture	No
Leadership	Mine current data to find and respond to trends	Safety	No
Leadership	Participate as mentors in the city mentoring program.	Organizational Culture	No
Partnership/Leadership	Participate in Hiring Process/ Interview Panels for other departments/agencies	Safety	No
Fire Prevention	Investigate fire incidents to determine origin and cause of fire.	Safety	Yes
Fire Permits	Work proactively with residents and businesses on fire safety to obtain permits and inspections where necessary.	Safety	Yes
Hiring/Backgrounds	Are assigned to do in depth background investigations on firefighter candidates	Safety	Yes
Photographic and video graphic Documentation	Oversee photo and video collection. This involves regular technological, policy, and training updates.	Safety	Yes
Keyholder Entry/Updates	Add, modify, delete business keyholder information for access by dispatch and responding staff	Safety	Yes
Community engagement	Establish a community-oriented and risk based problem solving approach to the multi-housing community. Provide training on fire prevention, and fire code enforcement to the multi-housing community in fire safety.	Community Engagement	No
Fire Investigation	Build accurate and complete case files through reports of action and findings.	Organizational Culture	No
Fire Safety	Conduct fire prevention and community building presentations.	Community Engagement	No
Fire Safety	Conduct juvenile fire setter assessments and intervention education	Safety	No
Community Engagement	Provide targeted public fire education to the community	Community Engagement	No
Community engagement	Be a resource and provide assistance to Residents, Businesses, Schools, Support Services, Police Department, or other City Staff and projects as requested and necessary. Manage projects as identified or assigned.	Community Engagement	No
Fire Safety	Review building plans to ensure compliance with fire code	Safety	Yes

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Fire Safety	Conduct fire inspections for permits, complaints, rental housing or other licensed facilities. (currently not proactively inspecting all businesses)	Safety	Yes
Fire Safety	Participate in the fire code adoption and work to ensure the city has adopted the most recent state fire code. Also make recommendations to adopt other city codes not addressed in the fire code.	Safety	Yes
Community engagement	Maintain community and professional contacts as needed to promote the City Council's Strategic Priorities well as specific fire, crime and safety prevention strategies. Contacts will include businesses, residents, media, retail, volunteers, citizens, other fire, EMS and law enforcement agencies, City staff, or other groups and/or individuals as needed.	Community Engagement	No
Emergency Medical Service			
Emergency Medical Service	Respond to persons needing medical assistance	Safety	Yes
Emergency Medical Service	Forge working partnerships with professionals such as Dakota Co Crisis, NAMI MN, medical providers, Burnsville Police Dept., and agencies within the state/region.	Community Engagement	No
Emergency Medical Service	Participate in coordinated care with other healthcare professionals and our police department.	Safety	No
Emergency Medical Service	Review data to identify high consumer activity. Initiate problem-solving methods to meet individual needs.	Organizational Culture	No
Emergency Medical Service	Document assessment and care provided to patients.	Safety	Yes
Compliance	Ensure compliance with state and federal regulations (MN EMSRB, HIPPA, CMS, etc.)	Safety	Yes
Community engagement	Review calls based on characteristics to find trends.	Safety	No
EMS	Work with medical director to establish and follow best practice medical protocols	Safety	Yes
Community engagement	Help coordinate community programs such as CERT, Fire Ops 101, MVN	Community Engagement	No
Field Training Program (FTO)	Mentor and train newly hired/promoted staff. Maintain FTO manual, Interviewing/Selecting new FTOs, Assignment of trainees to FTOs, Develop FTO schedules for trainees/trainers.	Organizational Culture	No
Fleet Maintenance	Maintain fleet availability, Coordinate repairs with IT and Fleet Maintenance, Communicate new fleet equipment with IT and Fleet Maintenance.	Safety/ Community Engagement	No
Fleet Maintenance	Ensure equipment is tested within industry standards based on prescribed basis.	Safety	No
IT Operations	Maintain and update station alerting and automatic call dispatching for Dakota County and Bloomington (shared system from grant)	Safety	No
IT Operations	Communicate with IT on FD needs, troubleshoot issues, complete/coordinate IT tasks , Test and Evaluate new products (Dell, Axon Fleet)	Org Culture	No
Fire Academy	Manage 18-week new hire academy.	Org Culture	No

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Collaboration	Conduct joint training with neighbor agencies for new recruits, continuing education, and to create better on scene interoperability. We also host incident command training for new fire service incident commanders and continuing education for fire service leaders in our area.	Safety	No
Defensive Driving	Regularly train on defensive driving to maintain necessary skills and abilities. The focus of this specialty is to provide emergency driving techniques to an initial hire and an ongoing basis to keep the public and personnel safe while driving on duty. It provides classroom and hands on training to keep the firefighter current on changes in laws and vehicle functions.	Safety	Yes
Mutual Aid	Assist Other agencies under mutual aid agreements when needed.	Vision	Yes
Honor Guard	Participate in Fire Department funerals. Participate in department and city-wide events as identified by the Chief.	Safety	No
SWAT Medics	Provide Paramedic to PD for training and callouts.	Organizational Culture	No
Administration			
Support Services	Oversight over Records, ensure operations running efficiently and effectively, implement strategies, tactics, procedures as needed to improve services or respond to changes, training and staff development, succession planning	Organizational Culture	No
Supervision of Records	Provide direct supervision of Records training and development	Organizational Culture	No
Grants	Search grant opportunities, write and submit applications, grant acceptance, monthly/quarterly/annual grant reporting, grant finances, grant closeouts, coordinate with Grants Management Coordinator	Safety	No
EMS Billing Services	Work with contract billing service to ensure efficient and compliant operation to bill for EMS service. Regularly review billing contract.	Safety	No
Budget	Budget preparation, monthly reviews of budget line items	Safety	Yes
Data Practices	Oversee department data practices, assign, review, and fulfill data requests	Vision	No
Annual Report	Prepare annual report and/or video	Safety	No
Staffing	Manage recruiting and selection process for support personnel/volunteers	Safety	No
Software System Access	System Administer, manage roles and permissions in multiple software systems, assign user rights, modify user rights, delete user rights, request access for external systems	Organizational Culture	No
Audits	Regularly audit records for compliance with department expectations and state/federal regulations. Contract with external firm to audit a sample of EMS records for CMS compliance.	Safety	No
EMS and FF Certifications	Manage EMS and Fire Certifications which includes tracking staffs training.	Safety	Yes

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Records Management	Administration of paper and digital records, data retention, document destruction, and destruction documentation.	Safety	Yes
Code Enforcement Inspections	Oversee and conduct fire code enforcement rental inspections in coordination with rental licensing and PD.	Vision	Yes
Code Enforcement Inspections	Oversee and ensure private fire hydrants are tested annually in coordination with water department.		
Best Practices	Schedule and coordinate training	Safety	Yes
NFIRS Data Quality	Complete monthly NFIRS data quality reviews/updates	Community Engagement	No
Lawsuits/Complaints	Provide data to attorneys, discovery requests, and document preservation	Safety	Yes
Technology	Software procurement, RFPs, software reviews/ratings, system admin., training and implementation, troubleshooting, manage integrations between systems and public facing information, resource/presentations to other agencies	Vision	No
EMS Reporting	Prepare and submit monthly EMS Reports	Safety	No
Statistics	Prepare monthly, quarterly and annual statistics/reports	Safety	No
Code Review and Revisions	Research for code revisions, present to Council, council background, and Code Review SME	Organizational Culture	No
FIRE Academy	Meet with new firefighters, overview of software systems, activate/enable accounts, initial login, setup email, telephone and voicemail	Community Engagement	No
Community Engagement	Participant in the Fire Muster Board, Beyond the Yellow Ribbon, and Rotary	Organizational Culture	No
Purchasing	Purchase Orders, invoice batch entries, P-Card approval	Safety	No
Data Entry	Data entry of memos and letters	Vision	No
Fire Reports	Process incoming paperwork and distribution of reports	Safety	Yes
Data Requests	Process data requests from citizens, criminal justice agencies, medical examiner, donation agencies, social service agencies, insurance agencies, discovery requests, and attorneys.	Safety	Yes
Transcription/Redaction	Transcribe and redact reports, 911 calls, Axon, as needed	Safety	Yes
Laserfiche Scanning	Miscellaneous report documents, training records	Safety	Yes
Monthly Brief	Prepare and distribute monthly report	Safety	No
911 & Radio Traffic Audio Requests	Process requests for 911 and radio traffic audio files	Community Engagement	No
False Alarms	Process false alarms and prepare data for invoicing	Safety	Yes
Court Notifications	Notify firefighters of court dates/times and/or cancellations and subpoenas	Safety	Yes
Reception	Greet and assist citizens coming into lobby, answer and direct telephone calls	Safety	No
Task List	Keep tasks current and up to date	Community Engagement	No

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Scheduling/ Work and Time Off Management	Schedule and approve work schedules, hybrid schedules, vacations, purchased leave, wellness time and sick and FMLA leaves	Safety	Yes
Work Assignments	Assign work schedules to ensure minimum coverage and compliance with collective bargaining agreements.	Safety	Yes
Invoicing	Review and code Wells Fargo Statement	Safety	Yes
Timesheets	Review for Accuracy and Approve Bi-Weekly	Safety	No
Performance Evaluations	Complete Yearly Performance Evaluations and address performance issues throughout the year	Safety	No
Yearly Destruction	Yearly destruction of records per Retention Schedule	Vision	Yes
Records Maintenance	Ensure accuracy of departmental records and procedures	Safety	Yes
Relationships	Facilitate strong departmental and community relationships	Safety	No
Best Practices	Research and implement best practices for department administration and operation (center for public safety excellence, NFPA, etc.)	Vision	No
Service	Provide efficient and effective quality service	Safety	No
Fire Academy and Software Setup	Presentation of Fire role to new hires and setting up software accounts	Organizational Culture	No
FTO Specialty Week	In person overview of Cultural Values and meet with Chiefs	Vision	No
Data and Task Support	Provide support in the preparation and presentation of data and execution of tasks	Safety	No
Fire Department Meetings	Attend county wide fire department meetings to collect and share information	Safety	No
Response	Respond to wide variety of calls for service. Mitigation incidents using best practices.	Safety	No
Conferences	Attend conferences to stay abreast of new laws, statutes, updates, trends, tactics, tools, etc.	Vision	No
Reports	Run and prepare monthly and yearly reports and other analysis reports upon request and design user friendly reports	Safety	No
Mobile Command Post maintenance and training	Attend bi-monthly trainings with the mobile command post team to ensure the MCP have operational readiness	Safety	No
Shift Response	Respond to calls for service	Safety	No
EAG Medics	Through trainings, debriefs, table top exercises etc... medics on the EAG team are capable and responsible for handling high risk calls for service	Safety	No
Shift Response	Maintain effective use of resources, equipment and tactics	Vision	No
Shift Response	Maintain familiarization with types of fire situations, mass casualty incidents and dealing with the media.	Safety	No
Health and Wellness	Proactively seek ways to improve yourself and coworkers.	Safety	No

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Health and Wellness	Provide annual firefighter fitness assessment and flexibility index for all staff	Organizational Culture	Yes
Health and Wellness	Provide proactive and reactive emotional wellness support to staff with a licensed mental health professional.	Organizational Culture	No
Health and Wellness	Debrief culture: Provide and expect constructive criticism as a key tool for team improvement	Organizational Culture	No
Training	Developing future leaders within the organization through training and experience	Infrastructure	No
Admin Captain	Organize, schedule, and train fire department members at ABLE site. Live burns, maintain training equipment, equipment ordering, ABLE rentals, instructors and supplies	Safety	Yes
Exercise Design Team	Participate in annual county wide exercises to critical incidents for police/fire/EMS	Safety	No
Fire Safety training	Provide workplace personal safety training to local businesses, places of worship, and medical facilities	Safety	No
AED coordinator	Provide AED and CPR workplace training to local businesses and places of worship	Community Engagement	No
EMS Liaison	Attend regular meetings with other EMS providers and The Ridges hospital and Medical Director	Safety	No
Labor/Management	Meet with city staff to establish/negotiate working contracts.		
Labor/Management	Assist staff members in their various needs	Organizational Culture	No
Labor/Management	Offer support and donations to various needs. (Cancer in Oct, Movember, Coat Donations)	Organizational Culture	No
Labor/Management	Attend meetings as needed to discuss union concerns or ideas	Sustainability	No
Labor/Management	Meet with union members to discuss changes in contracts, statutes and other pertinent information.	Organizational Culture	No
Labor/Management	Work collectively to advance shared vision and values to better serve the community	Organizational Culture	No
Labor/Management	Proactively seek feedback	Organizational Culture	No
Department support	Provide support and aid to the various working groups within the fire department	Community Engagement	No
Special events	Engage and interact with the community during special events and assignments.	Organizational Culture	No
Recruiting	Establish working relationships with Fire and EMS Program directors within the various University systems in Minnesota and Wisconsin.	Sustainability	No
Recruiting	Identify members of the fire department interested in recruiting.	Community Engagement	No
Recruiting	Assist in the application and interview process with perspective new hires.	Sustainability	No

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Recruiting	Identify mentors within the department who work with new employees through the on-boarding training process.	Sustainability	No
Partnership	Represent at Local, State, National Fire Service Events, Fallen Fighter Memorial, Line of Duty Death Funerals, Fire Service Day at the Capitol.	Safety/ Community Engagement	No
Administration			
Accident/Injury Reports	Receive/record/communicate with HR regarding accidents/ injuries	Safety	No
Agreements/contracts	Keeper of signed documents	Safety	No
Awards/Commendations	Create/record awards given to staff	Safety	No
BFD Alumni	Keep alumni informed via email of BFD news	Safety	No
Complaints/Lawsuits/IA's	Keeper of documents/log sent on to attorney quarterly	Safety	No
Credit Card	Reconcile credit card	Safety	Yes
General Orders	Create/disperse to all personnel assignments and updates	Safety	No
License plate orders	Create letters to DVS for Fire Personnel	Safety	Yes
Meeting minutes	Take notes of meetings to ensure accurate records	Safety	No
New employees	Tasked with onboarding in certain fire systems, update rosters and city website	Safety	No
Notice to testify	Send notice to current and retired officers if they need to attend court	Safety	No
Personnel Orders	Create work assignment/memo when a firefighter joins a specialty, goes onto light duty, received discipline or entertains off duty employment	Safety	No
Policies	Work to update/disseminate policies/guidelines	Safety	No
Events/Ceremonies	Provide logistical support to prepare for and execute department ceremonies and events	Safety	No
Training Bulletins	Keeper/create and disperse with new laws, forms, procedures	Safety	No
Uniform	Order and maintain stock of department uniforms	Safety	No
Extrications/Gas Leaks	Create invoices and keep track of billable transactions	Safety	Yes
Performance Reviews	Create/send to supervisor annual reviews	Safety	No
Fire Callouts Report	Log the important incidents and specialty call outs	Safety	No
Budget Expense Report	Create expense reports	Safety	No
Weekly Update	Weekly create update to staff	Safety	No
Emergency Op Plans	Work with Emergency Management Sgt to keep the plans current and train staff	Safety	No
Emergency Data Forms	Yearly update employees' emergency data information	Safety	No
Accident/Injury Reports	Keeper/file with HR and finance	Safety	No
Annual Report	Create annual report or video to document the previous years accomplishments	Safety	No

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Grievance	Work with Unions to see if there are any grievances. If so, then work with the Chief	Safety	No
MN Dept of Revenue	Submit to Dept of Revenue to claim fire state aid	Safety	Yes
State Fire Marshal Office	Provide yearly summary of surcharge report on all fire permits	Safety	Yes
Policy and training compliance	Review and indicate whether staff are compliant on policies and training and provide to Chief to submit	Safety	Yes
MN EMS License renewals	Renew all EMS licenses when due	Safety	Yes
Mayor's Proclamation	Yearly Fire Prevention and EMS Proclamation for Mayor	Safety	No
Budget	Enter the FD Budget, Fees and Charges and submit to Finance	Safety	No
Acknowledgement	Document feedback in performance management software	Organizational Culture	No
Supervisor assignments	Provide supervisor assignments to staff	Safety	Yes
Burnsville In Brief	Create/suggest articles for the monthly Burnsville in Brief	Safety	No
Firefighter of the Year	Arrange voting and order plaque	Safety	No
Supplies	Ensure appropriate supplies are on hand (EMS, operations, fire, cleaning, etc.)	Safety	No
Admin support	Provide admin support for command staff	Safety	No
Billing Compliance	Ensure EMS billing maintains compliance with state and federal regulations	Sustainability	Yes
EMS	Maintain relationship with medical director to ensure compliance with state regulations	Safety	Yes
Equipment/Fleet	Maintain replacement program for equipment and fleet to ensure safe and efficient operation	Sustainability	No
Equipment/Fleet	Develop specifications for equipment and vehicles to ensure equipment/vehicles will meet current and future needs	Sustainability	No
Community Engagement	Pre-incident plan buildings to ensure fire features are identified in the event an emergency incident occurs at that building	Community Engagement	No
Collaboration	Work with internal/external stakeholders to continuously improve the service provided to the community (DCC, LOGIS, Metro Region EMS, etc.)	Organizational Culture	No
Equipment	Work with Dakota County Radio Service and contract vendor to maintain 800mhz radios	Safety	No
Collaboration	Work with DCC and other Fire/EMS agencies to ensure dispatch protocols are best practice	Safety	No
Community Engagement	Work with communications and PD to ensure community recognizes and reports emergencies rapidly	Safety	No
Health and Wellness	Provide after action reviews to learn from incidents	Organizational Culture	No
Leadership	Identify areas for improvement to meet best practices and lead change within the department	Organizational Culture	No

HUMAN RESOURCES

DETAILED SERVICE INVENTORY

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Creates and maintains payroll reports, payroll expenditure records, and payroll records.	Administers the City's payroll system and technology applications.	Payroll and Benefits Coordinator	Data Retention and Management
Prepare summaries, projections, and analysis to develop budget strategies.	Administers the City's payroll system and technology applications.	Payroll and Benefits Coordinator	HR Strategy and Planning
Manages a comprehensive total rewards strategy to attract, motivate, and retain employees.	Provides direct for total rewards programs to remain an employer of choice.	Human Resource Director	Benefits Administration
Evaluates and selects for approval all insurance benefit programs.	Provides direct for total rewards programs to remain an employer of choice.	Human Resource Director	Benefits Administration
Assists with the administration of annual open enrollment.	Partners in the administration of employee benefits and leaves of absence.	Human Resources Partner	Benefits Administration
Leads efforts to document and manage human resource practices to ensure efficient operations.	Collaborates with the human resources director in strategic planning, development, and implementation of human resources services.	Human Resources Manager	HR Strategy and Planning
Prepares budget documents utilizing budget software.	Administers the City's payroll system and technology applications.	Payroll and Benefits Coordinator	Organization Budget Support
Provides final review of all payroll documentation and system entry to ensure compliance.	Administers the City's payroll system and technology applications.	Payroll and Benefits Coordinator	Payroll Administration
Identifies and recommends updates to payroll processing software, systems, and procedures.	Administers the City's payroll system and technology applications.	Payroll and Benefits Coordinator	Systems Administration
Coordinate with vendors regarding software updates and problem resolution.	Administers the City's payroll system and technology applications.	Payroll and Benefits Coordinator	Systems Administration
Administers open enrollment insurance programs.	Implements City benefit programs in coordination with the human resources manager and human resources director.	Payroll and Benefits Coordinator	Benefits Administration
Oversees the city's compensation philosophy and program.	Provides direct for total rewards programs to remain an employer of choice.	Human Resource Director	Compensation
Enrolls all benefited staff into applicable programs and communicates with vendors to ensure processing.	Implements City benefit programs in coordination with the human resources manager and human resources director.	Payroll and Benefits Coordinator	Benefits Administration

DESCRIPTION	PRIORITY	REQUIRED
Required to retain official government records, both physical and electronic, for a period of time that satisfies the applicable records retention schedule. Respond to requests and provide data in accordance to the Data Practices Act. Maintain employee personnel files and other departmental records.	Organizational Culture	Yes
Identify and manage current and future needs to achieve organizational goals.	Organizational Culture	No
Providing health, income protection, savings and retirement programs to supplement base pay. Provide year end health insurance information to all employees. Prepare and submit all required reports related to employee insurance benefits.	Organizational Culture	Yes
Providing health, income protection, savings and retirement programs to supplement base pay. Provide year end health insurance information to all employees. Prepare and submit all required reports related to employee insurance benefits.	Organizational Culture	Yes
Providing health, income protection, savings and retirement programs to supplement base pay. Provide year end health insurance information to all employees. Prepare and submit all required reports related to employee insurance benefits.	Organizational Culture	Yes
Identify and manage current and future needs to achieve organizational goals.	Organizational Culture	No
Calculation of wages and benefits to assist the Finance department with budget.	Organizational Culture	No
Processing timecards, adjustments, and withholdings for all employees. Processing payments to all vendors after payroll, including insurance, taxes, retirement, flexible and health spending accounts, etc.	Organizational Culture	Yes
Updating data in human resource information systems. Ensure all human resource technology is meeting the needs of the department and organization and best practices are implemented. Work with vendors and other partners to resolve issues and coordinate updates and upgrades, when needed.	Organizational Culture	No
Updating data in human resource information systems. Ensure all human resource technology is meeting the needs of the department and organization and best practices are implemented. Work with vendors and other partners to resolve issues and coordinate updates and upgrades, when needed.	Organizational Culture	No
Providing health, income protection, savings and retirement programs to supplement base pay. Provide year end health insurance information to all employees. Prepare and submit all required reports related to employee insurance benefits.	Organizational Culture	Yes
Maintaining a competitive position in our market to help attract, motivate, and retain employees. Review and perform reclassification analysis and job evaluation system. Conduct market analysis of comparable cities.	Organizational Culture	Yes
Providing health, income protection, savings and retirement programs to supplement base pay. Provide year end health insurance information to all employees. Prepare and submit all required reports related to employee insurance benefits.	Organizational Culture	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Maintains benefits records and processes monthly benefits billing and payments to vendors.	Implements City benefit programs in coordination with the human resources manager and human resources director.	Payroll and Benefits Coordinator	Benefits Administration
Assigns and directs work of staff, creating clarity so that everyone can perform to their best.	Collaborates with the human resources director in strategic planning, development, and implementation of human resources services.	Human Resources Manager	HR Strategy and Planning
Coordinates proper deductions for benefit premiums and flexible spending accounts.	Implements City benefit programs in coordination with the human resources manager and human resources director.	Payroll and Benefits Coordinator	Benefits Administration
Coordinates COBRA processing and communication for eligible employees.	Implements City benefit programs in coordination with the human resources manager and human resources director.	Payroll and Benefits Coordinator	Benefits Administration
Consult with employees, vendors, and others on questions relating to City benefits programs.	Implements City benefit programs in coordination with the human resources manager and human resources director.	Payroll and Benefits Coordinator	Employee Consulting and Assistance
Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll bi-weekly and special payroll transactions.	Manages the City's payroll function in accordance with established policies and legal mandates.	Payroll and Benefits Coordinator	Payroll Administration
Maintains compliance with data practice requirements.	Maintains personnel records in accordance with Minnesota Government Data Practices Act.	Human Resources Partner	Data Retention and Management
Coordinates an organized file system in an accurate, organized, and timely manner.	Maintains personnel records in accordance with Minnesota Government Data Practices Act.	Human Resources Partner	Data Retention and Management
Scans file documents for electronic data management.	Maintains personnel records in accordance with Minnesota Government Data Practices Act.	Human Resources Partner	Data Retention and Management
Administers drug and alcohol testing program.	Supports a variety of human resource functions to ensure high quality organizational service.	Human Resources Partner	Drug and Alcohol Testing
Coordinates employee engagement events such as employee recognition and charitable giving.	Partners in the delivery of positive employee relations throughout the City.	Human Resources Partner	Employee Appreciation
Communicates with employees regarding benefit programs and services available.	Partners in the administration of employee benefits and leaves of absence.	Human Resources Partner	Employee Consulting and Assistance
Consults with employees on benefit matters such as enrollment, COBRA, and retirement.	Partners in the administration of employee benefits and leaves of absence.	Human Resources Partner	Employee Consulting and Assistance
Serves as first point of contact for employees on human resource questions.	Partners in the delivery of positive employee relations throughout the City.	Human Resources Partner	Employee Consulting and Assistance

DESCRIPTION	PRIORITY	REQUIRED
Providing health, income protection, savings and retirement programs to supplement base pay. Provide year end health insurance information to all employees. Prepare and submit all required reports related to employee insurance benefits.	Organizational Culture	Yes
Identify and manage current and future needs to achieve organizational goals.	Organizational Culture	No
Providing health, income protection, savings and retirement programs to supplement base pay. Provide year end health insurance information to all employees. Prepare and submit all required reports related to employee insurance benefits.	Organizational Culture	Yes
Providing health, income protection, savings and retirement programs to supplement base pay. Provide year end health insurance information to all employees. Prepare and submit all required reports related to employee insurance benefits.	Organizational Culture	Yes
Providing education or guidance to employees in a variety of areas, such as benefits, policies, or workplace issues	Organizational Culture	No
Processing timecards, adjustments, and withholdings for all employees. Processing payments to all vendors after payroll, including insurance, taxes, retirement, flexible and health spending accounts, etc.	Organizational Culture	Yes
Required to retain official government records, both physical and electronic, for a period of time that satisfies the applicable records retention schedule. Respond to requests and provide data in accordance to the Data Practices Act. Maintain employee personnel files and other departmental records.	Organizational Culture	Yes
Required to retain official government records, both physical and electronic, for a period of time that satisfies the applicable records retention schedule. Respond to requests and provide data in accordance to the Data Practices Act. Maintain employee personnel files and other departmental records.	Organizational Culture	Yes
Required to retain official government records, both physical and electronic, for a period of time that satisfies the applicable records retention schedule. Respond to requests and provide data in accordance to the Data Practices Act. Maintain employee personnel files and other departmental records.	Organizational Culture	Yes
Ensure that all personnel that perform a safety-sensitive function are enrolled in a random testing pool. Random selections occur on a quarterly basis.	Safety	Yes
Recognizing employees through teambuilding and social activities in and outside of the office. Develop and implement employee events and all employee meetings.	Organizational Culture	No
Providing education or guidance to employees in a variety of areas, such as benefits, policies, or workplace issues	Organizational Culture	No
Providing education or guidance to employees in a variety of areas, such as benefits, policies, or workplace issues	Organizational Culture	No
Providing education or guidance to employees in a variety of areas, such as benefits, policies, or workplace issues	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Communicate and interpret human resource policies and procedures.	Partners in the delivery of positive employee relations throughout the City.	Human Resources Partner	Employee Consulting and Assistance
Addresses concerns and inquiries of all types and routes as necessary.	Partners in the delivery of positive employee relations throughout the City.	Human Resources Partner	Employee Consulting and Assistance
Responds to inquiries from staff, vendors/consultants, and the general public.	Supports a variety of human resource functions to ensure high quality organizational service.	Human Resources Partner	Employee Consulting and Assistance
Prepares a wide variety of correspondence and reports.	Supports a variety of human resource functions to ensure high quality organizational service.	Human Resources Partner	Employee Consulting and Assistance
Develops the highest level of human resource professional expertise among staff.	Collaborates with the human resources director in strategic planning, development, and implementation of human resources services.	Human Resources Manager	HR Strategy and Planning
Prepares and reviews payroll reports to ensure accuracy of pay calculations, deductions, and account distribution.	Manages the City's payroll function in accordance with established policies and legal mandates.	Payroll and Benefits Coordinator	Payroll Administration
Ensures proactive performance development practices in all areas of the organization.	Promotes high-quality talent management practices throughout the organization.	Human Resource Director	Employee Performance Management
Fosters a commitment to partnership and internal service among human resource staff.	Collaborates with the human resources director in strategic planning, development, and implementation of human resources services.	Human Resources Manager	HR Strategy and Planning
Manages discipline, grievance, and relations in a productive and effective manner on behalf of the city.	Leads labor management relations to maintain sound relationships with organized employees.	Human Resource Director	Employee Relations
Ensures an environment where managers can hold their employees accountable	Ensures positive employee relations throughout the city.	Human Resource Director	Employee Relations
Directs department staff to ensure proactive and effective employee relations strategies.	Ensures positive employee relations throughout the city.	Human Resource Director	Employee Relations
Advises leaders on methods and options for resolving employee or work problems.	Ensures positive employee relations throughout the city.	Human Resource Director	Employee Relations
Directs the activities of the city's workplace investigations program to ensure fair resolution of issues.	Ensures positive employee relations throughout the city.	Human Resource Director	Employee Relations
Assists with the administration of safety management and employee wellness programs.	Supports a variety of human resource functions to ensure high quality organizational service.	Human Resources Partner	Employee Safety Program

DESCRIPTION	PRIORITY	REQUIRED
Providing education or guidance to employees in a variety of areas, such as benefits, policies, or workplace issues	Organizational Culture	No
Providing education or guidance to employees in a variety of areas, such as benefits, policies, or workplace issues	Organizational Culture	No
Providing education or guidance to employees in a variety of areas, such as benefits, policies, or workplace issues	Organizational Culture	No
Providing education or guidance to employees in a variety of areas, such as benefits, policies, or workplace issues	Organizational Culture	No
Identify and manage current and future needs to achieve organizational goals.	Organizational Culture	No
Processing timecards, adjustments, and withholdings for all employees. Processing payments to all vendors after payroll, including insurance, taxes, retirement, flexible and health spending accounts, etc.	Organizational Culture	Yes
Assist managers with employee performance concerns and provide support and guidance to address issues.	Organizational Culture	No
Identify and manage current and future needs to achieve organizational goals.	Organizational Culture	No
Improving relationships of employees with the organization and with each other.	Organizational Culture	Yes
Improving relationships of employees with the organization and with each other.	Organizational Culture	Yes
Improving relationships of employees with the organization and with each other.	Organizational Culture	Yes
Improving relationships of employees with the organization and with each other.	Organizational Culture	Yes
Improving relationships of employees with the organization and with each other.	Organizational Culture	Yes
Improving relationships of employees with the organization and with each other.	Organizational Culture	Yes
Caring for the health and safety of our people and teams through advocacy and employee involvement. Coordinate the Safety Committee and the quarterly meetings. Develop training recommendations and maintain the City's Safety Program with the Safety Consultant. Proactively protecting the safety of our teams by observing and mitigating concerns.	Safety	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Assists in recommending and preparing the annual budget for the department.	Collaborates with the human resources director in strategic planning, development, and implementation of human resources services.	Human Resources Manager	HR Strategy and Planning
Manage human resource management technology.	Collaborates with the human resources director in strategic planning, development, and implementation of human resources services.	Human Resources Manager	Systems Administration
Administers safety programs to ensure compliance, training, and testing.	Manages a comprehensive employee safety management program to keep employees well.	Human Resources Manager	Employee Safety Program
Directs human resource functions in alignment with organizational values and compliance with the law.	Provides Strategic leadership for human resource systems to guide positive organizational outcomes.	Human Resource Director	HR Strategy and Planning
Determines needs, defines goals and evaluates outcomes of the city's human resource strategy.	Provides Strategic leadership for human resource systems to guide positive organizational outcomes.	Human Resource Director	HR Strategy and Planning
Assigns and directs work of staff, creating clarity so that everyone can perform to their best.	Provides Strategic leadership for human resource systems to guide positive organizational outcomes.	Human Resource Director	HR Strategy and Planning
Develops the highest level of human resource professional expertise among staff.	Provides Strategic leadership for human resource systems to guide positive organizational outcomes.	Human Resource Director	HR Strategy and Planning
Fosters a commitment to partnership and internal service among human resource staff.	Provides Strategic leadership for human resource systems to guide positive organizational outcomes.	Human Resource Director	HR Strategy and Planning
Manages the human resource department budget.	Provides Strategic leadership for human resource systems to guide positive organizational outcomes.	Human Resource Director	HR Strategy and Planning
Creates and utilizes system reports to inform human resource decision making.	Enters and maintains data in the HRIS system.	Human Resources Partner	HR Strategy and Planning
Oversees compliance with OSHA standards and regulations.	Manages a comprehensive employee safety management program to keep employees well.	Human Resources Manager	Employee Safety Program
Chair of city's safety committee.	Manages a comprehensive employee safety management program to keep employees well.	Human Resources Manager	Employee Safety Program
Leads the city's wellness and wellbeing initiatives.	Manages a comprehensive employee safety management program to keep employees well.	Human Resources Manager	Wellbeing Program
Coordinates the worker's compensation program.	Manages a comprehensive employee safety management program to keep employees well.	Human Resources Manager	Workers' Compensation

DESCRIPTION	PRIORITY	REQUIRED
Identify and manage current and future needs to achieve organizational goals.	Organizational Culture	No
Updating data in human resource information systems. Ensure all human resource technology is meeting the needs of the department and organization and best practices are implemented. Work with vendors and other partners to resolve issues and coordinate updates and upgrades, when needed.	Organizational Culture	No
Caring for the health and safety of our people and teams through advocacy and employee involvement. Coordinate the Safety Committee and the quarterly meetings. Develop training recommendations and maintain the City's Safety Program with the Safety Consultant. Proactively protecting the safety of our teams by observing and mitigating concerns.	Safety	Yes
Identify and manage current and future needs to achieve organizational goals.	Organizational Culture	No
Identify and manage current and future needs to achieve organizational goals.	Organizational Culture	No
Identify and manage current and future needs to achieve organizational goals.	Organizational Culture	No
Identify and manage current and future needs to achieve organizational goals.	Organizational Culture	No
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Identify and manage current and future needs to achieve organizational goals.	Organizational Culture	No
Identify and manage current and future needs to achieve organizational goals.	Organizational Culture	No
Caring for the health and safety of our people and teams through advocacy and employee involvement. Coordinate the Safety Committee and the quarterly meetings. Develop training recommendations and maintain the City's Safety Program with the Safety Consultant. Proactively protecting the safety of our teams by observing and mitigating concerns.	Safety	Yes
Caring for the health and safety of our people and teams through advocacy and employee involvement. Coordinate the Safety Committee and the quarterly meetings. Develop training recommendations and maintain the City's Safety Program with the Safety Consultant. Proactively protecting the safety of our teams by observing and mitigating concerns.	Safety	Yes
Caring for the health and wellness of our employees through intentional education and activities. Coordinate the Wellness Committee and develop a comprehensive wellness program to support employees in five specific areas.	Safety	No
A statutory benefit program that is available to all employees who have a work-related injury or illness. File and manage claims. Provide employee support and file annual reports. Assist provider and legal counsel with background and documentation. Prepare spreadsheets and reports for annual audit.	Organizational Culture	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Assists the human resources director in managing total rewards program for the city, including recommending and managing health, dental, life, disability, and other benefit programs, and administers the annual open enrollment.	Manages the daily functional areas of the human resources department.	Human Resources Manager	Benefits Administration
Manages the city's performance management program to ensure ongoing and meaningful feedback for staff and consults with managers on performance challenges to make individuals and teams better.	Manages the daily functional areas of the human resources department.	Human Resources Manager	Employee Performance Management
Processes wage withholdings in compliance with federal, state, and local laws and procedures.	Manages the City's payroll function in accordance with established policies and legal mandates.	Payroll and Benefits Coordinator	Payroll Administration
Serves as the chief negotiator with all bargaining groups, ensuring strategic and patterned bargaining.	Leads labor management relations to maintain sound relationships with organized employees.	Human Resource Director	Labor Relations
Sets negotiation strategy, provides grievance and arbitration support and contract interpretation.	Leads labor management relations to maintain sound relationships with organized employees.	Human Resource Director	Labor Relations
Serves as the City's management contact and liaison for union designees on labor relations matters.	Leads labor management relations to maintain sound relationships with organized employees.	Human Resource Director	Labor Relations
Administers FMLA and other leaves of absence.	Partners in the administration of employee benefits and leaves of absence.	Human Resources Partner	Leave of Absence Administration
Leads leave of absence management and worker's compensation program, ensuring the city remains compliant with all applicable federal, state, and city laws and policies, and that employees are well taken care of.	Manages the daily functional areas of the human resources department.	Human Resources Manager	Leave of Absence Administration
Processes deferred compensation, flexible spending, and VEBA wire transfer deposits and reporting.	Manages the City's payroll function in accordance with established policies and legal mandates.	Payroll and Benefits Coordinator	Payroll Administration
Researches and reconciles discrepancies and communicates with taxing agencies, vendors, and account administrators.	Manages the City's payroll function in accordance with established policies and legal mandates.	Payroll and Benefits Coordinator	Payroll Administration
Oversees the payroll function, ensuring the payroll and benefits coordinator has the tools and resources to be successful and proper procedures are well-documented and cross-trained on. Serves as primary back-up to payroll.	Manages the daily functional areas of the human resources department.	Human Resources Manager	Payroll Administration
Maintains vacation, sick, holiday, wellness, purchased leave, fitness, and comp time records.	Manages the City's payroll function in accordance with established policies and legal mandates.	Payroll and Benefits Coordinator	Payroll Administration

DESCRIPTION	PRIORITY	REQUIRED
Providing health, income protection, savings and retirement programs to supplement base pay. Provide year end health insurance information to all employees. Prepare and submit all required reports related to employee insurance benefits.	Organizational Culture	Yes
Assist managers with employee performance concerns and provide support and guidance to address issues.	Organizational Culture	No
Processing timecards, adjustments, and withholdings for all employees. Processing payments to all vendors after payroll, including insurance, taxes, retirement, flexible and health spending accounts, etc.	Organizational Culture	Yes
Prepare negotiations materials, negotiate working conditions in partnership with organized groups, do market city research, prepare responses to labor requests, prepare contracts, collaborate with legal team on issues and resolutions.	Organizational Culture	Yes
Prepare negotiations materials, negotiate working conditions in partnership with organized groups, do market city research, prepare responses to labor requests, prepare contracts, collaborate with legal team on issues and resolutions.	Organizational Culture	Yes
Prepare negotiations materials, negotiate working conditions in partnership with organized groups, do market city research, prepare responses to labor requests, prepare contracts, collaborate with legal team on issues and resolutions.	Organizational Culture	Yes
Administration of employee time away from work, either paid or unpaid.	Organizational Culture	Yes
Administration of employee time away from work, either paid or unpaid.	Organizational Culture	Yes
Processing timecards, adjustments, and withholdings for all employees. Processing payments to all vendors after payroll, including insurance, taxes, retirement, flexible and health spending accounts, etc.	Organizational Culture	Yes
Processing timecards, adjustments, and withholdings for all employees. Processing payments to all vendors after payroll, including insurance, taxes, retirement, flexible and health spending accounts, etc.	Organizational Culture	Yes
Processing timecards, adjustments, and withholdings for all employees. Processing payments to all vendors after payroll, including insurance, taxes, retirement, flexible and health spending accounts, etc.	Organizational Culture	Yes
Processing timecards, adjustments, and withholdings for all employees. Processing payments to all vendors after payroll, including insurance, taxes, retirement, flexible and health spending accounts, etc.	Organizational Culture	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Processes new and terminated employees, salary and deduction changes, and other status changes.	Manages the City's payroll function in accordance with established policies and legal mandates.	Payroll and Benefits Coordinator	Systems Administration
Monitors and implements updates required by tax law, union contract, PERA, and insurance changes to ensure compliance with laws and regulations.	Oversees compliance with payroll tax laws, labor, benefits, and other regulations.	Payroll and Benefits Coordinator	Compliance
Conducts internal audits of system records and paperwork.	Oversees compliance with payroll tax laws, labor, benefits, and other regulations.	Payroll and Benefits Coordinator	Compliance
Designs and delivers training for supervisors and payroll system users.	Oversees compliance with payroll tax laws, labor, benefits, and other regulations.	Payroll and Benefits Coordinator	Training and Development
Administers the City unemployment compensation program.	Oversees compliance with payroll tax laws, labor, benefits, and other regulations.	Payroll and Benefits Coordinator	Unemployment Insurance
Facilitates audits by providing records and documentation to auditors for year-end and annual worker's compensation audits.	Oversees payroll reporting and reconciliation functions.	Payroll and Benefits Coordinator	Annual Audit Preparation
Prepares and distributes W2 and Affordable Care Act forms to employees with efficiency and accuracy.	Oversees payroll reporting and reconciliation functions.	Payroll and Benefits Coordinator	Annual W-2s
Monitors compliance and applies best practice human resource policy and practices.	Provides Strategic leadership for human resource systems to guide positive organizational outcomes.	Human Resource Director	Policy Administration
Ensures creative practices throughout the employee life cycle, from onboarding to offboarding.	Promotes high-quality talent management practices throughout the organization.	Human Resource Director	Policy Administration
Prepares wage projections for annual budget process and as requested by staff.	Oversees payroll reporting and reconciliation functions.	Payroll and Benefits Coordinator	Organization Budget Support
Leads innovative recruitment and retention strategies.	Promotes high-quality talent management practices throughout the organization.	Human Resource Director	Recruiting and Talent Acquisition
Administers a comprehensive recruitment and selection program.	Implements the talent management program through collaborative organizational practices.	Human Resources Partner	Recruiting and Talent Acquisition
Partners with supervisors and managers to best evaluate talent to meet staffing needs.	Implements the talent management program through collaborative organizational practices.	Human Resources Partner	Recruiting and Talent Acquisition
Promotes strong employment brand and timely candidate communication.	Implements the talent management program through collaborative organizational practices.	Human Resources Partner	Recruiting and Talent Acquisition

DESCRIPTION	PRIORITY	REQUIRED
Updating data in human resource information systems. Ensure all human resource technology is meeting the needs of the department and organization and best practices are implemented. Work with vendors and other partners to resolve issues and coordinate updates and upgrades, when needed.	Organizational Culture	No
Doing what is asked or required by federal, state and local government.	Organizational Culture	Yes
Doing what is asked or required by federal, state and local government.	Organizational Culture	Yes
Provides training opportunities to employees on various human resources or payroll related topics.	Organizational Culture	No
Provide information to the unemployment office when requested or needed, including quarterly reporting. Represent city at unemployment hearings when needed.	Organizational Culture	Yes
Prepare audit papers for payroll related liability and expenses.	Organizational Culture	Yes
Providing year end tax information to all employees.	Organizational Culture	Yes
Oversight and implementation of organizational policies and procedures	Organizational Culture	No
Oversight and implementation of organizational policies and procedures	Organizational Culture	No
Calculation of wages and benefits to assist the Finance department with budget.	Organizational Culture	No
Integrated processes to attract, motivate, and retain productive, engaged employees. Engage with hiring manager to update job description and posting, develop strategy to attract candidates, review applications and provide final candidate list for hiring manager review, coordinate interview process and materials. Onboard new employees and help create great experiences as they join the organization.	Organizational Culture	No
Integrated processes to attract, motivate, and retain productive, engaged employees. Engage with hiring manager to update job description and posting, develop strategy to attract candidates, review applications and provide final candidate list for hiring manager review, coordinate interview process and materials.	Organizational Culture	No
Integrated processes to attract, motivate, and retain productive, engaged employees. Engage with hiring manager to update job description and posting, develop strategy to attract candidates, review applications and provide final candidate list for hiring manager review, coordinate interview process and materials.	Organizational Culture	No
Integrated processes to attract, motivate, and retain productive, engaged employees. Engage with hiring manager to update job description and posting, develop strategy to attract candidates, review applications and provide final candidate list for hiring manager review, coordinate interview process and materials.	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Prepares announcements, application review, interview, screening, and onboarding materials.	Implements the talent management program through collaborative organizational practices.	Human Resources Partner	Recruiting and Talent Acquisition
Promotes a diverse workplace by developing creative recruitment strategies.	Implements the talent management program through collaborative organizational practices.	Human Resources Partner	Recruiting and Talent Acquisition
Develop and oversee the city's talent management program to build collaboration and partnership across all city departments, promoting a diverse workplace and developing creative recruiting strategies.	Manages the daily functional areas of the human resources department.	Human Resources Manager	Recruiting and Talent Acquisition
Manages employee data in the human resource management system.	Enters and maintains data in the HRIS system.	Human Resources Partner	Systems Administration
Process human resource changes in the system.	Enters and maintains data in the HRIS system.	Human Resources Partner	Systems Administration
Collects data and conducts research on best practices.	Supports a variety of human resource functions to ensure high quality organizational service.	Human Resources Partner	Systems Administration
Ensures compliance with required reporting for federal, state, and local regulations.	Monitors and analyzes the regulatory environment to ensure the city is in compliance.	Human Resources Manager	Compliance
Prepare monthly, quarterly, and annual account analysis and reconciliation of payroll accounts.	Oversees payroll reporting and reconciliation functions.	Payroll and Benefits Coordinator	Payroll Administration
Prepares annual payroll summary reports.	Oversees payroll reporting and reconciliation functions.	Payroll and Benefits Coordinator	Quarterly and Annual Reporting
Reviews all merit increases for staff and makes adjustments to employee benefit premiums as needed.	Supports the administration of the compensation program.	Payroll and Benefits Coordinator	Compensation
Assists with employee training and development initiatives.	Supports a variety of human resource functions to ensure high quality organizational service.	Human Resources Partner	Training and Development
Maintains up to date position and classification records and assist with reclassification process.	Supports the administration of the compensation program.	Payroll and Benefits Coordinator	Compensation
Administers pay equity/comparable worth reporting to ensure compliance.	Supports the administration of the compensation program.	Payroll and Benefits Coordinator	Compliance
Ensures the city is on the leading edge of employee health and well-being.	Promotes high-quality talent management practices throughout the organization.	Human Resource Director	Wellbeing Program

DESCRIPTION	PRIORITY	REQUIRED
Integrated processes to attract, motivate, and retain productive, engaged employees. Engage with hiring manager to update job description and posting, develop strategy to attract candidates, review applications and provide final candidate list for hiring manager review, coordinate interview process and materials.	Organizational Culture	No
Integrated processes to attract, motivate, and retain productive, engaged employees. Engage with hiring manager to update job description and posting, develop strategy to attract candidates, review applications and provide final candidate list for hiring manager review, coordinate interview process and materials.	Organizational Culture	No
Integrated processes to attract, motivate, and retain productive, engaged employees. Engage with hiring manager to update job description and posting, develop strategy to attract candidates, review applications and provide final candidate list for hiring manager review, coordinate interview process and materials. Onboard new employees and help create great experiences as they join the organization.	Organizational Culture	No
Updating data in human resource information systems. Ensure all human resource technology is meeting the needs of the department and organization and best practices are implemented. Work with vendors and other partners to resolve issues and coordinate updates and upgrades, when needed.	Organizational Culture	No
Updating data in human resource information systems. Ensure all human resource technology is meeting the needs of the department and organization and best practices are implemented. Work with vendors and other partners to resolve issues and coordinate updates and upgrades, when needed.	Organizational Culture	No
Updating data in human resource information systems. Ensure all human resource technology is meeting the needs of the department and organization and best practices are implemented. Work with vendors and other partners to resolve issues and coordinate updates and upgrades, when needed.	Organizational Culture	No
Doing what is asked or required by federal, state and local government.	Organizational Culture	Yes
Processing timecards, adjustments, and withholdings for all employees. Processing payments to all vendors after payroll, including insurance, taxes, retirement, flexible and health spending accounts, etc.	Organizational Culture	Yes
Provide regular reports to various governmental agencies, as required.	Organizational Culture	Yes
Maintaining a competitive position in our market to help attract, motivate, and retain employees. Review and perform reclassification analysis and job evaluation system. Conduct market analysis of comparable cities.	Organizational Culture	Yes
Provides training opportunities to employees on various human resources or payroll related topics.	Organizational Culture	No
Maintaining a competitive position in our market to help attract, motivate, and retain employees. Review and perform reclassification analysis and job evaluation system. Conduct market analysis of comparable cities.	Organizational Culture	Yes
Doing what is asked or required by federal, state and local government.	Organizational Culture	Yes
Caring for the health and wellness of our employees through intentional education and activities. Coordinate the Wellness Committee and develop a comprehensive wellness program to support employees in five specific areas.	Safety	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE	SERVICE
Communicate and interpret human resource policies, procedures, and practices to city staff.	Monitors and analyzes the regulatory environment to ensure the city is in compliance.	Human Resources Manager	Employee Consulting and Assistance
Serves as the initial contact and provides information on worker's compensation matters.	Assists with the administration of the worker's compensation program.	Human Resources Partner	Workers' Compensation
Performs ongoing administration including data entry and processing claims.	Assists with the administration of the worker's compensation program.	Human Resources Partner	Workers' Compensation
Coordinates return to work and restrictions with employees and third party administrators.	Assists with the administration of the worker's compensation program.	Human Resources Partner	Workers' Compensation
Completes and submits first report of injury to third party administrator.	Assists with the administration of the worker's compensation program.	Human Resources Partner	Workers' Compensation
Maintains accurate and timely documentation to ensure compliance.	Assists with the administration of the worker's compensation program.	Human Resources Partner	Workers' Compensation
Prepares recommendations to respond to regulatory changes affecting current processes.	Monitors and analyzes the regulatory environment to ensure the city is in compliance.	Human Resources Manager	HR Strategy and Planning

DESCRIPTION	PRIORITY	REQUIRED
Providing education or guidance to employees in a variety of areas, such as benefits, policies, or workplace issues	Organizational Culture	No
A statutory benefit program that is available to all employees who have a work-related injury or illness. File and manage claims. Provide employee support and file annual reports. Assist provider and legal counsel with background and documentation. Prepare spreadsheets and reports for annual audit.	Organizational Culture	Yes
A statutory benefit program that is available to all employees who have a work-related injury or illness. File and manage claims. Provide employee support and file annual reports. Assist provider and legal counsel with background and documentation. Prepare spreadsheets and reports for annual audit.	Organizational Culture	Yes
A statutory benefit program that is available to all employees who have a work-related injury or illness. File and manage claims. Provide employee support and file annual reports. Assist provider and legal counsel with background and documentation. Prepare spreadsheets and reports for annual audit.	Organizational Culture	Yes
A statutory benefit program that is available to all employees who have a work-related injury or illness. File and manage claims. Provide employee support and file annual reports. Assist provider and legal counsel with background and documentation. Prepare spreadsheets and reports for annual audit.	Organizational Culture	Yes
A statutory benefit program that is available to all employees who have a work-related injury or illness. File and manage claims. Provide employee support and file annual reports. Assist provider and legal counsel with background and documentation. Prepare spreadsheets and reports for annual audit.	Organizational Culture	Yes
Identify and manage current and future needs to achieve organizational goals.	Organizational Culture	No

INFORMATION TECHNOLOGY

DETAILED SERVICE INVENTORY

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Serves on-call duty outside of core business hours to provide support for critical operations.	Participates in the delivery of excellent information technology service to the organization.	Application Services Analyst
Serves on-call duty outside of core business hours to provide support for critical operations.	Participates in the delivery of excellent information technology service to the organization.	Applications Services Manager
Serves on-call duty outside of core business hours to provide support for critical operations.	Participates in the delivery of excellent information technology service to the organization.	Technical Solutions Specialist
Maintain business continuity that supports great public service	Performs on-call service outside of core business hours to support critical operations and projects	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Manages progressive enterprise applications and services aligned to government business function	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Applications Services Manager
Ensures enterprise-wide platforms provide protection, backup systems and performance monitoring	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Resolves complex problems and troubleshoots escalated and assigned issues through resolution	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Manages progressive enterprise applications and services aligned to government business function	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Applications Services Manager
Creates, modifies, manages software integration processes	Delivers business processes and procedures that meet the needs of the organization.	Application Services Analyst
Evaluates and recommends emerging technologies, hosted cloud-based services, and new solutions for City needs	Analyzes and evaluates operational systems, applications, data, and procedures.	Application Services Analyst
Conducts research, defines requirements, and makes recommendations for technology solutions	Leads the implementation of technology projects.	Applications Services Manager
Provide GIS mapping, analysis and technology support for Public Works divisions and Enterprise GIS needs across the City	Manages a web-based ArcGIS integrated work and asset management system	GIS and Asset Management Coordinator
Manages GIS projects and initiatives as identified in the GIS Plan and city priorities	Develop, implement and manage the City's GIS Strategic Plan in alignment with the organization	GIS Manager
Evaluates and recommends emerging technologies and new solutions for City technology needs	Develops strategic technology plan to meet the needs of the organization now and in the future	IT Director
Manages application projects through the life cycle of products	Participates in the delivery of excellent information technology service to the organization	Technical Services Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
24x7 Emergency Incident on-call service	Provide after business hours emergency support for core City functions and activities including, Police, Fire, Water Utilities, public events and meetings and Ames-Center	Infrastructure	No
24x7 Emergency Incident on-call service	Provide after business hours emergency support for core City functions and activities including, Police, Fire, Water Utilities, public events and meetings and Ames-Center	Infrastructure	No
24x7 Emergency Incident on-call service	Provide after business hours emergency support for core City functions and activities including, Police, Fire, Water Utilities, public events and meetings and Ames-Center	Infrastructure	No
24x7 Emergency Incident on-call service - Escalation	IT Leadership staff provide second level emergency incident escalation response for after hours IT incidents.	Infrastructure	No
24x7 Emergency Incident on-call service - Escalation	IT Leadership staff provide second level emergency incident escalation response for after hours IT incidents.	Infrastructure	No
Advanced Metering Infrastructure data integration	Ensure daily data integrations from Utility Billing system to AML water meter system work appropriately to provide accurate and timely data to staff	Infrastructure	No
Advanced Metering Infrastructure Support	Monitor, maintain and address AML infrastructure operations with vendor and Utilities staff	Infrastructure	No
Advanced Metering Infrastructure Support	Monitor, maintain and address AML infrastructure operations with vendor and Utilities staff	Infrastructure	No
Advanced Metering Infrastructure Support	Monitor, maintain and address AML infrastructure operations with vendor and Utilities staff	Infrastructure	No
AP Invoicing process support	Maintain invoice integration with ERP system for AP invoice processing through Laserfiche ECM	Sustainability	No
AP Invoicing process support	Maintain invoice integration with ERP system for AP invoice processing through Laserfiche ECM	Sustainability	No
Applications project management	Provide project management services during application upgrades, replacements and or new implementations	Organizational Culture	No
Applications project management	Provide project management services during application upgrades, replacements and or new implementations	Organizational Culture	No
Applications project management	Provide project management services during application upgrades, replacements and or new implementations	Organizational Culture	No
Applications project management	Provide project management services during application upgrades, replacements and or new implementations	Organizational Culture	No
Applications project management	Provide project management services during application upgrades, replacements and or new implementations	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Leads and conducts project research, evaluations, recommendations, upgrades, purchasing and implementations	Delivers business process improvements that meet the needs of the organization	Technical Solutions Specialist
Ensures availability of LAN/WAN system resources using automation tools and hosted services	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Performs support and maintenance of audio-visual equipment for City facilities	Participates in the delivery of excellent Information Technology services to the organization	IT Support Specialist
Leads audio-visual project implementation and maintenance for City facilities	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Provides training, support and feedback on open issues, on-going projects and infrastructure	Manages technology projects and resources at all levels of City operations	IT Architect - Engineer
Performs support and maintenance of audio-visual equipment for City facilities	Participates in the delivery of excellent Information Technology services to the organization	IT Support Specialist
Manages projects related to Work From Home (WFH), Audio Visual, and physical security	Participates in the delivery of excellent information technology service to the organization	Technical Services Manager
Provides responsive escalation services to the Service Desk	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Installs and maintains hardware and software applications	Maintains and repairs computer hardware and applications	IT Support Specialist
Resolves complex problems and troubleshoots escalated and assigned issues through resolution	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Ensures availability of LAN/WAN system resources using automation tools and hosted services	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Provides coordination of systems, related standards, security, and budget	Develops and implements strategic plans for enterprise application systems in alignment with the organization.	Application Services Manager
Plans and manages the GIS budget	Develop, implement and manage the City's GIS Strategic Plan in alignment with the organization	GIS Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Applications project management	Provide project management services during application upgrades, replacements and or new implementations	Organizational Culture	No
Audio Visual (AV) infrastructure	Maintain a network based multi-cast AV content delivery platform to deliver public and private bulletin board services, streaming content and CATV service to facilities and rooms	Infrastructure	No
Audio Visual (AV) infrastructure	Maintain a network based multi-cast AV content delivery platform to deliver public and private bulletin board services, streaming content and CATV service to facilities and rooms	Infrastructure	No
Audio Visual (AV) infrastructure	Maintain a network based multi-cast AV content delivery platform to deliver public and private bulletin board services, streaming content and CATV service to facilities and rooms	Infrastructure	No
Audio Visual (AV) infrastructure	Maintain a network based multi-cast AV content delivery platform to deliver public and private bulletin board services, streaming content and CATV service to facilities and rooms	Infrastructure	No
Audio Visual (AV) systems management and support	Provide AV tools, systems and support for staffed and public facilities, offices, meeting rooms, and other identified locations. Utilize common, consistent up-to-date standards to deliver a positive multi-media experience	Infrastructure	No
Audio Visual (AV) systems management and support	Provide AV tools, systems and support for staffed and public facilities, offices, meeting rooms, and other identified locations. Utilize common, consistent up-to-date standards to deliver a positive multi-media experience	Infrastructure	No
Audio Visual (AV) systems management and support	Provide AV tools, systems and support for staffed and public facilities, offices, meeting rooms, and other identified locations. Utilize common, consistent up-to-date standards to deliver a positive multi-media experience	Infrastructure	No
Audio Visual (AV) systems management and support	Provide AV tools, systems and support for staffed and public facilities, offices, meeting rooms, and other identified locations. Utilize common, consistent up-to-date standards to deliver a positive multi-media experience	Infrastructure	No
Body Worn Camera (BWC) collaboration	Collaborative work with Police and Fire to provide support. Involves regular technology, policy, and infrastructure management for continuous use and upgrades	Safety	No
Body Worn Camera (BWC) collaboration	Collaborative work with Police and Fire to provide support. Involves regular technology, policy, and infrastructure management for continuous use and upgrades	Safety	No
Broadband Internet Service	IT provides two redundant fiber optic high speed symmetrical connections to ensure continuity of services for all City facilities and staff devices	Infrastructure	No
Broadband Internet Service	IT provides two redundant fiber optic high speed symmetrical connections to ensure continuity of services for all City facilities and staff devices	Infrastructure	No
Budget	Assist in developing and reviewing annual operating budgets and 5-year IT CIP plans for the organization.	Sustainability	No
Budget	Assist in developing and reviewing annual operating budgets and 5-year IT CIP plans for the organization.	Sustainability	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Evaluates and recommends emerging technologies and new solutions for City technology needs.	Manages technology projects and resources at all levels of City operations	IT Architect - Engineer
Manages all aspects of the Information Technology annual budget	Develops and oversees all Information Technology activities	IT Director
Prepares budget estimate projections for year end and future years	Coordinates preparation and implementation of the City's antenna site operations budgets.	Technical Services Manager
Ensures enterprise-wide platforms provide protection, backup systems and performance monitoring	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Manage and maintain systems identified as a lead on	Assists with the validation and maintenance of IT asset inventories and replacement schedules	Technical Solutions Specialist
Tracks and monitors mobile data plans and invoices	Participates in the delivery of excellent Information Technology services to the organization	IT Support Specialist
Ensures systems monitoring and ongoing documentation relevant to the operation of IT services, infrastructure and interconnected systems	Maintain business continuity that supports great public service.	IT Architect - Engineer
Resolves complex problems and troubleshoots escalated and assigned issues through resolution	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Supports existing products and services, resolves operational issues, and ensures system connectivity	Delivers business processes and procedures that meet the needs of the organization.	Application Services Analyst
Manages progressive enterprise applications and services aligned to government business function	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Establishes and oversees systems security that adheres to public and private data requirements	Promotes the highest level of security monitoring and management	IT Architect - Engineer
Ensures availability of LAN/WAN system resources using automation tools and hosted services	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Provides consulting and feedback for IT staff on ongoing issues and projects	Leads the implementation of technology projects.	Application Services Manager
Maintains contracts in compliance with industry and legal standards	Effectively represents the City with agencies and outside organizations	IT Architect - Engineer
Delivers timely, accurate and meaningful data for decision-making and resolution of complex issues	Develops and oversees all Information Technology activities	IT Director
Prepares Council backgrounds and supporting information through to procurement	Assists in the maintenance, expansion and management of IT infrastructure and services	Technical Services Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Budget	Assist in developing and reviewing annual operating budgets and 5-year IT CIP plans for the organization.	Sustainability	Yes
Budget	Coordinate the department budget, a centralized fund for all departments Technology needs. Maintain control of expenditures within budget limitations, recommending service delivery improvements, administering service contracts, and analyzing enterprise service delivery.	Sustainability	Yes
Budget	Assist in developing and reviewing annual operating budgets and 5-year IT CIP plans for the organization.	Sustainability	Yes
Building Management System	A centralized approach to delivering building HVAC controls, monitoring and management to multiple City facilities via the INET. Four buildings today and growing as facility projects occur.	Infrastructure	No
Building Management System	A centralized approach to delivering building HVAC controls, monitoring and management to multiple City facilities via the INET. Four buildings today and growing as facility projects occur.	Infrastructure	No
Cellular Phone procurement, support and management	Promote, install, and manage mobility with over 235 mobile phones and apps funded partially by the IT fund and requesting department's budgets	Infrastructure	No
Cellular Point to Point Network sites	Infrastructure staff monitor and maintain City sites (10) with cellular communications and VPN connections for sites not near fiber optic infrastructure. These include Water Utilities and Parks sites	Infrastructure	No
Cellular Point to Point Network sites	Infrastructure staff monitor and maintain City sites (10) with cellular communications and VPN connections for sites not near fiber optic infrastructure. These include Water Utilities and Parks sites	Infrastructure	No
Certificate Services	Provide up-to-date security certificates for systems and devices and annual renewals for all staff devices, internally hosted systems and third party hosted systems	Safety	Yes
Certificate Services	Provide up-to-date security certificates for systems and devices and annual renewals for all staff devices, internally hosted systems and third party hosted systems	Safety	Yes
Certificate Services	Provide up-to-date security certificates for systems and devices and annual renewals for all staff devices, internally hosted systems and third party hosted systems	Safety	Yes
Community TV broadcast system	Maintain core infrastructure for Community TV productions and public meeting broadcasts. Equipment is in the IT Data Centers	Community Engagement	Yes
Community TV broadcast system	Maintain core infrastructure for Community TV productions and public meeting broadcasts. Equipment is in the IT Data Centers	Community Engagement	Yes
Council Backgrounds	Prepare department Council agenda backgrounds (contracts, Joint Powers Agreements, purchasing)	Community Engagement	Yes
Council Backgrounds	Prepare department Council agenda backgrounds (contracts, Joint Powers Agreements, purchasing)	Community Engagement	Yes
Council Backgrounds	Prepare department Council agenda backgrounds (contracts, Joint Powers Agreements, purchasing)	Community Engagement	Yes
Council Backgrounds	Prepare department Council agenda backgrounds (contracts, Joint Powers Agreements, purchasing)	Community Engagement	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Provide GIS mapping, analysis and technology support for Public Works divisions and Enterprise GIS needs across the City	Manages a web-based ArcGIS integrated work and asset management system	GIS and Assets Management Coordinator
Executes GIS analysis and produces layouts, map figures, charts, and other GIS-related material	Administers Enterprise GIS environment and related services	GIS Manager
Assists in administration (user security, backups, restores, failovers) of HA database environment along with troubleshooting database issues	Provides technical application expertise for administration, maintenance, testing, implementation, and analysis of applications/systems utilized by City staff.	Application Services Analyst
Oversees the overall health of the SQL HA database environment including backup and recovery management, tuning, configuring, designing, capacity planning and root cause analysis	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Applications Services Manager
Provides data backup and restoration services along with disaster recovery planning	Maintain business continuity that supports great public service.	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Designs and manages all aspects of data center operations and associated connected sites	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Fulfills Data Requests on behalf of the department and organization	Coordinates all aspects of data collection and analysis	Application Services Analyst
Fulfills Data Requests on behalf of the department and organization	Oversees all aspects of data collection and analysis	Application Services Manager
Ensure Data governance and requests are managed	Develops and oversees all Information Technology activities	IT Director
Develop and maintain ArcGIS spatial data for integration into VUEWorks® and DataFi	Manages a web-based ArcGIS integrated work and asset management system	GIS and Asset Management Coordinator
Manages the design, maintenance, security, support, and enhancement of the City's internal GIS web map application (Datafi)	Administers Enterprise GIS environment and related services	GIS Manager
Develops processes and procedures for ongoing maintenance of the IT environment	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Installs and maintains hardware and software applications	Maintains and repairs computer hardware and applications	IT Support Specialist
Resolves complex problems and troubleshoots escalated and assigned issues through resolution	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Data Analysis	Develop, prepare and run regularly scheduled analytics data and reports upon request and design user friendly reports. Provide raw data access for departments and staff to utilize	Sustainability	No
Data Analysis	Develop, prepare and run regularly scheduled analytic data and reports upon request and design user friendly reports. Provide raw data access for departments and staff to utilize	Sustainability	No
Data Backup	Manage, monitor, maintain and test data backup infrastructure, systems, procedures and policies	Infrastructure	Yes
Data Backup	Manage, monitor, maintain and test data backup infrastructure, systems, procedures and policies	Infrastructure	Yes
Data Backup	Manage, monitor, maintain and test data backup infrastructure, systems, procedures and policies	Infrastructure	Yes
Data Backup	Manage, monitor, maintain and test data backup infrastructure, systems, procedures and policies	Infrastructure	Yes
Data Centers (x2)	Staff maintain two data centers located at two separate City facilities to provide redundancy and continuity of services for servers, storage, internet, WIFI and other IT services delivered to all City facilities	Infrastructure	No
Data Centers (x2)	Staff maintain two data centers located at two separate City facilities to provide redundancy and continuity of services for servers, storage, internet, WIFI and other IT services delivered to all City facilities	Infrastructure	No
Data Practices and Requests	Follow department data practices, assign, review, and fulfill data requests	Community Engagement	Yes
Data Practices and Requests	Follow department data practices, assign, review, and fulfill data requests	Community Engagement	Yes
Data Practices and Requests	Oversee department data practices, assign, review, and fulfill data requests	Community Engagement	Yes
DataFi GIS application	Provide integration services, highly available data, and access to the staff GIS portal for land management information, parcel, owner and integration with ERP, CD, and Asset Management systems	Infrastructure	No
DataFi GIS application	Provide integration services, highly available data, and access to the staff GIS portal for land management information, parcel, owner and integration with ERP, CD, and Asset Management systems	Infrastructure	No
Desktop Software applications	Deliver, deploy, maintain, and support multiple desktop applications for staff devices	Organizational Culture	No
Desktop Software applications	Deliver, deploy, maintain, and support multiple desktop applications for staff devices	Organizational Culture	No
Desktop Software applications	Deliver, deploy, maintain, and support multiple desktop applications for staff devices	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Performs support and maintenance of audio-visual equipment for City facilities	Participates in the delivery of excellent Information Technology services to the organization	IT Support Specialist
Resolves complex problems and troubleshoots escalated and assigned issues through resolution	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Oversees the overall health of the SQL HA database environment including backup and recovery management, tuning, configuring, designing, capacity planning and root cause analysis	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Applications Services Manager
Preserves business continuity through systems monitoring/optimization and service reliability	Provides GIS Enterprise support and leadership citywide	GIS Manager
Provides data backup and restoration services along with disaster recovery planning	Maintain business continuity that supports great public service.	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Manages multiple application/system projects, performs upgrades/updates, and communicates/ collaborates with other IT Staff, end users, and vendors	Provides technical application expertise for administration, maintenance, testing, implementation, and analysis of applications/systems utilized by City staff.	Application Services Analyst
Manages progressive enterprise applications and services aligned to government business function	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Installs and maintains hardware and software applications	Maintains and repairs computer hardware and applications	IT Support Specialist
Manages activities, sets clear expectations and provides work direction to the IT Service Desk	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Resolves complex problems and troubleshoots escalated and assigned issues through resolution	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Preserves business continuity through systems monitoring/optimization and service reliability	Provides GIS Enterprise support and leadership citywide	GIS Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Digital Signage Services	Help implement, maintain, and support digital signage infrastructure for City operations. This includes internal and external digital signage. City Hall, Police, FS1, Ames-Center	Community Engagement	No
Digital Signage Services	Help implement, maintain, and support digital signage infrastructure for City operations. This includes internal and external digital signage. City Hall, Police, FS1, Ames-Center, Golf, Maint	Community Engagement	No
Disaster Recovery	To mitigate continuity of government services and protect systems, IT has policies and procedures for a distributed model of data and systems backups and recovery in the event of minor and major incidents. Data is replicated between data centers and to Cloud hosted services	Infrastructure	Yes
Disaster Recovery	To mitigate continuity of government services and protect systems, IT has policies and procedures for a distributed model of data and systems backups and recovery in the event of minor and major incidents. Data is replicated between data centers and to Cloud hosted services	Infrastructure	Yes
Disaster Recovery	To mitigate continuity of government services and protect systems, IT has policies and procedures for a distributed model of data and systems backups and recovery in the event of minor and major incidents. Data is replicated between data centers and to Cloud hosted services	Infrastructure	Yes
Disaster Recovery	To mitigate continuity of government services and protect systems, IT has policies and procedures for a distributed model of data and systems backups and recovery in the event of minor and major incidents. Data is replicated between data centers and to Cloud hosted services	Infrastructure	Yes
Document Management System	Host, manage, maintain, and monitor the Laserfiche enterprise electronic document management system for data retention, archival, retrieval and integration services with other City systems conform to data practices policies.	Sustainability	Yes
Document Management System	Host, manage, maintain, and monitor the Laserfiche enterprise electronic document management system for data retention, archival, retrieval and integration services with other City systems conform to data practices policies.	Sustainability	Yes
Elections tech support	Provide technology infrastructure and tools during Election processes. Work with elections staff on on-going needs and changes	Community Engagement	Yes
Elections tech support	Provide technology infrastructure and tools during Election processes. Work with elections staff on on-going needs and changes	Community Engagement	Yes
Elections tech support	Provide technology infrastructure and tools during Election processes. Work with elections staff on on-going needs and changes	Community Engagement	Yes
Emergency Operations Center (EOC) roster and support	Participate in EOC activation, activities and training. Provide deployment services and on-going support through an event. Maintain EOC operational equipment	Safety	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Performs on-call service outside of core business hours to support critical operations and projects	Maintain business continuity that supports great public service	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Installs and maintains hardware and software applications	Maintains and repairs computer hardware and applications	IT Support Specialist
Manages activities, sets clear expectations and provides work direction to the IT Service Desk	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Serves on-call duty outside of core business hours to provide support for critical operations	Participates in the delivery of excellent information technology service to the organization.	Technical Solutions Specialist
Manage and maintain systems identified as a lead on	Assists with the validation and maintenance of IT asset inventories and replacement schedules	Technical Solutions Specialist
Provides escalated support to the Service Desk and others in IT	Maintain business continuity that supports great public service.	IT Architect - Engineer
Installs and maintains hardware and software applications	Maintains and repairs computer hardware and applications	IT Support Specialist
Manages projects related to remote work, Audio Visual, and physical security	Participates in the delivery of excellent information technology service to the organization	Technical Services Manager
Manage and maintain systems identified as a lead on	Assists with the validation and maintenance of IT asset inventories and replacement schedules	Technical Solutions Specialist
Administer the condition inspections and entry of data into asset management software	Manages a web-based ArcGIS integrated work and asset management system	GIS and Asset Management Coordinator
Delivers strategic outcomes for Asset Management, CIP, public safety, community engagement, community development and other strategic priorities	Participates in the delivery of excellent and innovative information technology service to the organization	GIS Manager
Manages multiple application/system projects, performs upgrades/updates, and communicates/ collaborates with other IT Staff, end users, and vendors	Provides technical application expertise for administration, maintenance, testing, implementation, and analysis of applications/systems utilized by City staff.	Application Services Analyst
Manages progressive enterprise applications and services aligned to government business function	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Ensures systems monitoring and ongoing documentation relevant to the operation of IT services, infrastructure and interconnected systems	Maintain business continuity that supports great public service.	IT Architect - Engineer

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Emergency Operations Center (EOC) roster and support	Participate in EOC activation, activities and training. Provide deployment services and on-going support through an event. Maintain EOC operational equipment	Safety	No
Emergency Operations Center (EOC) roster and support	Participate in EOC activation, activities and training. Provide deployment services and on-going support through an event. Maintain EOC operational equipment	Safety	No
Emergency Operations Center (EOC) roster and support	Participate in EOC activation, activities and training. Provide deployment services and on-going support through an event. Maintain EOC operational equipment	Safety	No
Emergency Operations Center (EOC) roster and support	Participate in EOC activation, activities and training. Provide deployment services and on-going support through an event. Maintain EOC operational equipment	Safety	No
Emergency Operations Center (EOC) roster and support	Participate in EOC activation, activities and training. Provide deployment services and on-going support through an event. Maintain EOC operational equipment	Safety	No
Emergency Sirens platform	Help maintain Emergency Siren system access, control and monitoring with Police personnel	Safety	Yes
Endpoint devices support & management	Proactive implementation and management of devices for staff and facilities using enterprise device management tools to deliver software, updates, fixes, and control	Infrastructure	No
Endpoint devices support & management	Proactive implementation and management of devices for staff and facilities using enterprise device management tools to deliver software, updates, fixes, and control	Infrastructure	No
Endpoint devices support & management	Proactive implementation and management of devices for staff and facilities using enterprise device management tools to deliver software, updates, fixes, and control	Infrastructure	No
Endpoint devices support & management	Proactive implementation and management of devices for staff and facilities using enterprise device management tools to deliver software, updates, fixes, and control	Infrastructure	No
Enterprise Asset Inventory Management	Inventory, maintain and support asset inventories and conditions for the organization to support and inform CIP	Infrastructure	No
Enterprise Asset Inventory Management	Inventory, maintain and support asset inventories and conditions for the organization to support and inform CIP	Infrastructure	No
ERP (Finance, HR/Payroll, Utility Billing)	Host, manage, maintain, and monitor the Enterprise Resource Platform for Financials, HR/Payroll and Utility billing for all departments to access	Infrastructure	No
ERP (Finance, HR/Payroll, Utility Billing)	Host, manage, maintain, and monitor the Enterprise Resource Platform for Financials, HR/Payroll and Utility billing for all departments to access	Infrastructure	No
ERP (Finance, HR/Payroll, Utility Billing)	Host, manage, maintain, and monitor the Enterprise Resource Platform for Financials, HR/Payroll and Utility billing for all departments to access	Infrastructure	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Focuses on self development, skills building and organizational development activities	Participates in the delivery of excellent information technology service to the organization	Application Services Analyst
Evaluates and recommends emerging technologies and new solutions for City technology needs	Develops strategic technology plan to meet the needs of the organization now and in the future	IT Director
Designs and implements manual and automated solutions to increase efficiency and access	Analyzes and evaluates operational systems, applications, data, and procedures.	Application Services Analyst
Manages progressive enterprise applications and services aligned to government business function	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Manages projects related to remote work, Audio Visual, and physical security	Participates in the delivery of excellent information technology service to the organization	Technical Services Manager
Delivers and supports secure systems access through support of security policies, procedures and tools	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Ensures systems monitoring and ongoing documentation relevant to the operation of IT services, infrastructure and interconnected systems	Maintain business continuity that supports great public service	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Manages activities, sets clear expectations and provides work direction to the IT Service Desk	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Delivers and supports secure systems access through support of security policies, procedures and tools	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Installs and maintains hardware and software applications	Maintains and repairs computer hardware and applications	IT Support Specialist
Manages activities, sets clear expectations and provides work direction to the IT Service Desk	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Resolves complex problems and troubleshoots escalated and assigned issues through resolution	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Ensures availability of LAN/WAN system resources using automation tools and hosted services	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Assists customers through the problem-solving process and determines the best solution	Provides daily IT support and assistance through the IT Service desk	IT Support Specialist

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
ERP, OpenGov, RMS other seminars and Conferences	Attend conferences to stay abreast of new technologies, laws, process improvements, updates, etc.	Organizational Culture	No
ERP, OpenGov, RMS other seminars and Conferences	Attend conferences to stay abreast of new technologies, laws, process improvements, updates, etc.	Organizational Culture	No
eSignatures solutions	Manage DocuSign hosted services, licensing and continued rollout for improved process improvements and workflow enhancements, enhance with Adobe hosted services for signatures	Sustainability	No
eSignatures solutions	Manage DocuSign hosted services, licensing and continued rollout for improved process improvements and workflow enhancements, enhance with Adobe hosted services for signatures	Sustainability	No
Facilitate and co-Manage AXON Camera Technology	Working with the Police and Fire departments, ensure budget, replacement plans and infrastructure is in place to support and effectively utilize AXON Camera technologies	Safety	No
Facilities security - card access, cameras	Provide physical security services to 12 staffed City Facilities and 50 other locations in need of door access controls (235), security cameras (381) and perimeter fence management. (6)	Safety	No
Facilities security - card access, cameras	Provide physical security services to 12 staffed City Facilities and 50 other locations in need of door access controls (235), security cameras (381) and perimeter fence management. (6)	Safety	No
Fiber infrastructure management	Working with LOGIS and consultants, IT staff bring forward new CIP fiber projects, maintenance, and break fix items for continued extension of City INET infrastructure to City properties. Currently it includes 40 miles of fiber to 65 sites and growing	Infrastructure	No
Fiber infrastructure management	Working with LOGIS and consultants, IT staff bring forward new CIP fiber projects, maintenance, and break fix items for continued extension of City INET infrastructure to City properties. Currently it includes 40 miles of fiber to 65 sites and growing	Infrastructure	No
Fire Muster security	Issue security cards for access to City facilities and access to cameras for staff	Community Engagement	No
Fire Muster security	Issue security cards for access to City facilities and access to cameras for staff	Community Engagement	No
Fire Muster tech support	Provide basic infrastructure, security and support systems to staff engaged in annual Fire Muster activities	Community Engagement	No
Fire Muster tech support	Provide basic infrastructure, security and support systems to staff engaged in annual Fire Muster activities	Community Engagement	No
Fire Muster tech support	Provide basic infrastructure, security and support systems to staff engaged in annual Fire Muster activities	Community Engagement	No
Fire Station Alerting for FS1 and FS2	Support infrastructure and connectivity to deliver Fire Station call alerting functionality from Dakota 911 to FS1 and FS2	Safety	No
Fire Station Alerting for FS1 and FS2	Support infrastructure and connectivity to deliver Fire Station call alerting functionality from Dakota 911 to FS1 and FS2	Safety	No
Fleet Vehicle Cameras	Collaborative work with Police and Fire to provide Fleet cameras support. Involves regular technology, policy, and infrastructure management for continuous use and upgrades	Safety	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Manages activities, sets clear expectations and provides work direction to the IT Service Desk	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Resolves complex problems and troubleshoots escalated and assigned issues through resolution	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Ensures availability of LAN/WAN system resources using automation tools and hosted services	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Resolves complex problems and troubleshoots escalated and assigned issues through resolution	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Ensure Data governance and requests are managed	Develops and oversees all Information Technology activities	IT Director
Provides information to the City Attorney and City Council pertaining to lease agreements	Manages the development, implementation, and support of the City's telecommunications assets	Technical Services Manager
Ensure Data governance and requests are managed	Develops and oversees all Information Technology activities	IT Director
Fulfills Data Requests on behalf of the department and organization	Oversees all aspects of data collection and analysis	Application Services Manager
Provides installation and upgrading of GIS software and hardware and maintains the GIS system at or above industry standards	Manages a web-based ArcGIS integrated work and asset management system	GIS and Asset Management Coordinator
Architects and builds ArcSDE and other spatial and non-spatial GIS data and maintains the integrity of and accessibility to the data	Administers Enterprise GIS environment and related services	GIS Manager
Ensures enterprise-wide platforms provide protection, backup systems and performance monitoring	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Collaborates with city staff and the GIS Steering Committee to create a culture of GIS information exchange	Collaborates internally and externally to provide leading edge technology	GIS and Asset Management Coordinator
Leads GIS governance and the steering committee	Develop, implement and manage the City's GIS Strategic Plan in alignment with the organization	GIS Manager
Collaboratively develop goals and deliver functionality objectives as defined in and updating of the GIS and Asset Management strategic plan	Manages a web-based ArcGIS integrated work and asset management system	GIS and Asset Management Coordinator
Manages GIS projects and initiatives as identified in the GIS Plan and city priorities	Develop, implement and manage the City's GIS Strategic Plan in alignment with the organization	GIS Manager
Ensures systems monitoring and ongoing documentation relevant to the operation of IT services, infrastructure and interconnected systems	Maintain business continuity that supports great public service.	IT Architect - Engineer

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Fleet Vehicle Cameras	Collaborative work with Police and Fire to provide Fleet cameras support. Involves regular technology, policy, and infrastructure management for continuous use and upgrades	Safety	No
Fleet Vehicle Cameras	Collaborative work with Police and Fire to provide Fleet cameras support. Involves regular technology, policy, and infrastructure management for continuous use and upgrades	Safety	No
Fuel system infrastructure	Provide IT services for PW Fleet and Fuel management platform. Ensure connectivity and systems access for control, management, and monitoring	Infrastructure	No
Fuel system infrastructure	Provide IT services for PW Fleet and Fuel management platform. Ensure connectivity and systems access for control, management, and monitoring	Infrastructure	No
GASB 87 documentation and reporting for annual financial audit	Preserve, maintain, and enter all documentation of all IT leases for equipment, services and things for the annual financial audit and reporting	Sustainability	No
GASB 87 documentation and reporting for annual financial audit	Preserve, maintain, and enter all documentation of all IT leases for equipment, services and things for the annual financial audit and reporting	Sustainability	No
GASB 96 documentation and reporting for annual financial audit	Preserve, maintain, and enter all documentation of all subscription-based IT arrangements for equipment, software, services and things for the annual financial audit and reporting	Sustainability	No
GASB 96 documentation and reporting for annual financial audit	Preserve, maintain, and enter all documentation of all subscription-based IT arrangements for equipment, software, services and things for the annual financial audit and reporting	Sustainability	No
GIS infrastructure	Maintain and manage the GIS Enterprise platform to deliver GIS services and data to City systems like: Assetworks, OpenGov, VueWorks, First Due, First Arriving	Infrastructure	No
GIS infrastructure	Maintain and manage the GIS Enterprise platform to deliver GIS services and data to City systems like: Assetworks, OpenGov, VueWorks, First Due, First Arriving	Infrastructure	No
GIS infrastructure	Maintain and manage the GIS Enterprise platform to deliver GIS services and data to City systems like: Assetworks, OpenGov, VueWorks, First Due, First Arriving	Infrastructure	No
GIS Steering Committee	Participates in GIS governance and the steering committee activities aligned with GIS Strategic priorities and City strategic priorities	Organizational Culture	No
GIS Steering Committee	Leads GIS governance and the steering committee activities aligned with GIS Strategic priorities and City strategic priorities	Organizational Culture	No
GIS strategic planning and coordination	Maintain a GIS strategic plan, complete tasks necessary to coordinate centralized GIS data and services utilized by the organization and systems	Infrastructure	No
GIS strategic planning and coordination	Maintain a GIS strategic plan, complete tasks necessary to coordinate centralized GIS data and services utilized by the organization and systems	Infrastructure	No
Gopher State One Call (GSOC) Tickets	Receive, review, and respond to GSOC tickets affecting IT infrastructure throughout the community	Infrastructure	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Coordinates telecommunication site maintenance, repairs, security and access controls	Manages the development, implementation, and support of the City's telecommunications assets	Technical Services Manager
Assists in administration (user security, backups, restores, failovers) of HA database environment along with troubleshooting database issues.	Provides technical application expertise for administration, maintenance, testing, implementation, and analysis of applications/systems utilized by City staff.	Application Services Analyst
Oversees the overall health of the SQL HA database environment including backup and recovery management, tuning, configuring, designing, capacity planning and root cause analysis	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Ensures enterprise-wide platforms provide protection, backup systems and performance monitoring	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Ensures availability of LAN/WAN system resources using automation tools and hosted services	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Establishes and oversees systems security that adheres to public and private data requirements	Promotes the highest level of security monitoring and management	IT Architect - Engineer
Establishes and oversees systems security and framework that adheres to public and private data requirements	Promotes the highest level of security monitoring and management	IT Director
Manages activities and work direction for physical security systems	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Creates and enforces IT policies and procedures to ensure proper use and security of all systems	Participates in the delivery of excellent information technology service to the organization	Application Services Analyst
Aligns Application Services with IT Service Management (ITSM) delivery and processes	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Administer the condition inspections and entry of data into asset management software	Manages a web-based ArcGIS integrated work and asset management system	GIS and Assets Management Coordinator
Utilizes IT Service Management principals and resources to manage, resolve and respond to GIS service requests and project management	Participates in the delivery of excellent and innovative information technology service to the organization	GIS Manager
Assesses and identifies ways to enhance the delivery of information services	Delivers business process improvements that meet the needs of the organization.	IT Architect - Engineer

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Gopher State One Call (GSOC) Tickets	Receive, review, and respond to GSOC tickets affecting IT infrastructure throughout the community	Infrastructure	Yes
Gopher State One Call (GSOC) Tickets	Receive, review, and respond to GSOC tickets affecting IT infrastructure throughout the community	Infrastructure	Yes
High availability database platform	Host, manage, maintain, and monitor a high performance, highly available SQL databases platform for multiple City systems	Infrastructure	No
High availability database platform	Host, manage, maintain, and monitor a high performance, highly available SQL databases platform for multiple City systems	Infrastructure	No
High availability database platform	Host, manage, maintain, and monitor a high performance, highly available SQL databases platform for multiple City systems	Infrastructure	No
High speed Institutional network services	IT utilizes, maintains, and monitors several hundred network electronics switches to connect all facilities, devices, and systems to deliver INET services	Infrastructure	No
High speed Institutional network services	IT utilizes, maintains, and monitors several hundred network electronics switches to connect all facilities, devices, and systems to deliver INET services	Infrastructure	No
Identity Access Management	Security and business processes that include multiple technologies for users and systems access rights	Safety	Yes
Identity Access Management	Security and business processes that include multiple technologies for users and systems access rights	Safety	Yes
Identity Access Management	Security and business processes that include multiple technologies for users and systems access rights	Safety	Yes
Information Technology Services Management (ITSM)	Implement and maintain industry standards around ITSM service delivery to the organization	Organizational Culture	No
Information Technology Services Management (ITSM)	Implement and maintain industry standards around ITSM service delivery to the organization	Organizational Culture	No
Information Technology Services Management (ITSM)	Implement and maintain industry standards around ITSM service delivery to the organization	Organizational Culture	No
Information Technology Services Management (ITSM)	Implement and maintain industry standards around ITSM service delivery to the organization	Organizational Culture	No
Information Technology Services Management (ITSM)	Implement and maintain industry standards around ITSM service delivery to the organization	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Develops strategies for the delivery of an effective information services program	Develops and oversees all Information Technology activities	IT Director
Documents issues and resolution in service desk system	Provides daily IT support and assistance through the IT Service desk	IT Support Specialist
Provides direction and oversight of IT Service Management activities (ITSM)	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Administers IT service automation initiatives through implementation, administration and use of ITSM enterprise tools	Delivers business process improvements that meet the needs of the organization	Technical Solutions Specialist
Creates, modifies, manages software integration processes	Delivers business processes and procedures that meet the needs of the organization.	Application Services Analyst
Designs and implements new or revised business processes, procedures and systems integration	Leads the implementation of technology projects.	Application Services Manager
Manages ESRI software suite, custom built GIS solutions, business system integrations, and associated IT infrastructure	Administers Enterprise GIS environment and related services	GIS Manager
Assesses and identifies ways to enhance the delivery of information services	Delivers business process improvements that meet the needs of the organization.	IT Architect - Engineer
Leads and contributes to IT initiatives and organizational projects that enable innovation.	Manages technology projects and resources at all levels of City operations	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Installs and maintains hardware and software applications	Maintains and repairs computer hardware and applications	IT Support Specialist
Manage IoT devices for city facilities (phones, clocks, MFD's, AV, etc.)	Participates in the delivery of excellent information technology service to the organization	Technical Services Manager
Resolves complex problems and troubleshoots escalated and assigned issues through resolution	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Establishes and oversees systems security that adheres to public and private data requirements	Promotes the highest level of security monitoring and management	IT Architect - Engineer

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Information Technology Services Management (ITSM)	Implement and maintain industry standards around ITSM service delivery to the organization	Organizational Culture	No
Information Technology Services Management (ITSM)	Implement and maintain industry standards around ITSM service delivery to the organization	Organizational Culture	No
Information Technology Services Management (ITSM)	Implement and maintain industry standards around ITSM service delivery to the organization	Organizational Culture	No
Information Technology Services Management (ITSM)	Implement and maintain industry standards around ITSM service delivery to the organization	Organizational Culture	No
Integrations, and data automation support	Partner with and provide data and integration services for multiple on-premises and multiple third party hosted application services utilized by other departments.	Sustainability	No
Integrations, and data automation support	Partner with and provide data and integration services for multiple on-premises and multiple third party hosted application services utilized by other departments.	Sustainability	No
Integrations, and data automation support	Partner with and provide data and integration services for multiple on-premises and multiple third party hosted application services utilized by other departments.	Sustainability	No
Integrations, and data automation support	Partner with and provide data and integration services for multiple on-premises and multiple third party hosted application services utilized by other departments.	Sustainability	No
Internet of Things (IoT) implementation and support	Increasing numbers of Internet connected devices being deployed, maintained, and monitored throughout City facilities: clocks, irrigation controls, room schedulers, lights, displays, AEDs, EKG, Knox, etc.	Infrastructure	No
Internet of Things (IoT) implementation and support	Increasing numbers of Internet connected devices being deployed, maintained, and monitored throughout City facilities: clocks, irrigation controls, room schedulers, lights, displays, AEDs, EKG, Knox, etc.	Infrastructure	No
Internet of Things (IoT) implementation and support	Increasing numbers of Internet connected devices being deployed, maintained, and monitored throughout City facilities: clocks, irrigation controls, room schedulers, lights, displays, AEDs, EKG, Knox, etc.	Infrastructure	No
Internet of Things (IoT) implementation and support	Increasing numbers of Internet connected devices being deployed, maintained, and monitored throughout City facilities: clocks, irrigation controls, room schedulers, lights, displays, AEDs, EKG, Knox, etc.	Infrastructure	No
Internet of Things (IoT) implementation and support	Increasing numbers of Internet connected devices being deployed, maintained, and monitored throughout City facilities: clocks, irrigation controls, room schedulers, lights, displays, AEDs, EKG, Knox, etc.	Infrastructure	No
Internet traffic filtering	All inbound and outbound internet traffic is filtered, logged, and monitored for potential problems and protection of systems and data	Infrastructure	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Utilize IT Service Management resources to document, track and resolve issues	Coordinates, manages, and oversees collection and transfer of data	GIS and Asset Management Coordinator
Delivers strategic outcomes for Asset Management, CIP, public safety, community engagement, community development and other strategic priorities	Participates in the delivery of excellent and innovative information technology service to the organization	GIS Manager
Develops processes and procedures for ongoing maintenance of the IT environment	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Performs and maintains IT asset inventories and replacement schedules for hardware and software	Maintains and repairs computer hardware and applications	IT Support Specialist
Process documentation, inventory management, measuring and auditing of services and licenses	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Manage and maintain systems identified as a lead on	Assists with the validation and maintenance of IT asset inventories and replacement schedules	Technical Solutions Specialist
Reviews security reports and manages remediation on applications/systems	Provides technical application expertise for administration, maintenance, testing, implementation, and analysis of applications/systems utilized by City staff.	Application Services Analyst
Creates and enforces IT policies and procedures to ensure proper use and security of all systems	Participates in the delivery of excellent information technology service to the organization.	Application Services Manager
Establishes and oversees systems security that adheres to public and private data requirements	Promotes the highest level of security monitoring and management	IT Architect - Engineer
Process documentation, inventory management, measuring and auditing of services and licenses	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Manages all aspects of the Information Technology annual budget	Develops and oversees all Information Technology activities	IT Director
Conducts research, defines requirements, and makes recommendations for technology solutions.	Leads and participates on the implementation of technology projects	Application Services Analyst
Provides coordination of systems, related standards, security, and budget	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Evaluates and recommends emerging technologies and new solutions for City technology needs	Manages technology projects and resources at all levels of City operations	IT Architect - Engineer
Provides direction and management on annual IT and non-IT Capital projects involving the Service Desk	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
IT Asset Inventory Management	Inventory, maintain and create replacement schedules for the 3500 + IT assets located in all City facilities, vehicles, and properties. Security practices require controls to be in place	Infrastructure	No
IT Asset Inventory Management	Inventory, maintain and create replacement schedules for the 3500 + IT assets located in all City facilities, vehicles, and properties. Security practices require controls to be in place	Infrastructure	No
IT Asset Inventory Management	Inventory, maintain and create replacement schedules for the 3500 + IT assets located in all City facilities, vehicles, and properties. Security practices require controls to be in place	Infrastructure	No
IT Asset Inventory Management	Inventory, maintain and create replacement schedules for the 3500 + IT assets located in all City facilities, vehicles, and properties. Security practices require controls to be in place	Infrastructure	No
IT Asset Inventory Management	Inventory, maintain and create replacement schedules for the 3500 + IT assets located in all City facilities, vehicles, and properties. Security practices require controls to be in place	Infrastructure	No
IT Asset Inventory Management	Inventory, maintain and create replacement schedules for the 3500 + IT assets located in all City facilities, vehicles, and properties. Security practices require controls to be in place	Infrastructure	No
IT Auditing	Maintain systems for logging and auditing of data, access controls, inventory and reporting per security auditing requirements from the FBI/BCA, LOGIS and security best practices	Infrastructure	Yes
IT Auditing	Maintain systems for logging and auditing of data, access controls, inventory and reporting per security auditing requirements from the FBI/BCA, LOGIS and security best practices	Infrastructure	Yes
IT Auditing	Maintain systems for logging and auditing of data, access controls, inventory and reporting per security auditing requirements from the FBI/BCA, LOGIS and security best practices	Infrastructure	Yes
IT Auditing	Maintain systems for logging and auditing of data, access controls, inventory and reporting per security auditing requirements from the FBI/BCA, LOGIS and security best practices	Infrastructure	Yes
IT CIP	Evaluate existing IT asset conditions, technical road maps, manufacturer end of life support, engage departments, align with strategic priorities, identify funding sources, project future expenses	Organizational Culture	No
IT CIP projects	Annual projects implemented through the 5-year IT CIP based on condition assessments and scheduled replacements and strategic priorities	Organizational Culture	No
IT CIP projects	Annual projects implemented through the 5-year IT CIP based on condition assessments and scheduled replacements and strategic priorities	Organizational Culture	No
IT CIP projects	Annual projects implemented through the 5-year IT CIP based on condition assessments and scheduled replacements and strategic priorities	Organizational Culture	No
IT CIP projects	Annual projects implemented through the 5-year IT CIP based on condition assessments and scheduled replacements and strategic priorities	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Leads and conducts project research, evaluations, recommendations, upgrades, purchasing and implementations	Delivers business process improvements that meet the needs of the organization	Technical Solutions Specialist
Focuses on self development, skills building and organizational development activities	Participates in the delivery of excellent information technology service to the organization.	Application Services Analyst
Focuses on self development, skills building and People Manager organizational development activities	Participates in the delivery of excellent information technology service to the organization	Application Services Manager
Focuses on continuous improvement of skills, knowledge and organizational development initiatives	Effectively represents the City with agencies and outside organizations	IT Architect - Engineer
Provides leadership to IT department staff to best serve the organization	Develops and oversees all Information Technology activities	IT Director
Invest time to continuously enhance and develop strengths, skills and knowledge	We each use our strengths to create great experiences in our organization and for our community	IT Support Specialist
Focuses on continuous improvement of skills, knowledge and organizational development initiatives	Participates in the delivery of excellent information technology service to the organization	Technical Services Manager
Invest time to continuously enhance and develop strengths, skills and knowledge	We each use our strengths to create great experiences in our organization and for our community	Technical Solutions Specialist
Creates, modifies, and enforces IT policies and procedures to ensure efficient and effective use of City technology and systems	Promotes the highest level of security monitoring and management	IT Director
Serves on-call duty outside of core business hours to provide support for critical operations	Participates in the delivery of excellent information technology service to the organization	Application Services Analyst
Aligns Application Services with IT Service Management (ITSM) delivery and processes	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Maintains continued improvement of IT service delivery to the organization through proactive communication	Delivers business process improvements that meet the needs of the organization.	IT Architect - Engineer
Assists customers through the problem-solving process and determines the best solution	Provides daily IT support and assistance through the IT Service desk	IT Support Specialist
Manages activities, sets clear expectations and provides work direction to the IT Service Desk	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Provides responsive escalation services to the Service Desk	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Serves as a backup for the service desk	Participates in the delivery of excellent information technology service to the organization	Application Services Analyst
Provides service desk escalated support	Participates in the delivery of excellent information technology service to the organization	Application Services Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
IT CIP projects	Annual projects implemented through the 5-year IT CIP based on condition assessments and scheduled replacements and strategic priorities	Organizational Culture	No
IT Development Training	Participate in organizational & technical training, webinars, seminars and trade activities for development and skills building	Organizational Culture	No
IT Development Training	Participate in organizational & technical training, webinars, seminars and trade activities for development and skills building	Organizational Culture	No
IT Development Training	Participate in organizational & technical training, webinars, seminars and trade activities for development and skills building	Organizational Culture	No
IT Development Training	Participate in organizational & technical training, webinars, seminars and trade activities for development and skills building	Organizational Culture	No
IT Development Training	Participate in organizational & technical training, webinars, seminars and trade activities for development and skills building	Organizational Culture	No
IT Development Training	Participate in organizational & technical training, webinars, seminars and trade activities for development and skills building	Organizational Culture	No
IT Policy Review	Oversee reviewing policy and recommending changes in alignment with current best practices	Organizational Culture	No
IT rotating liaisons at Police, Fire and Public Works	IT Staff embedded with departments weekly to engage, communicate, address needs, complete IT tasks for staff	Organizational Culture	No
IT rotating liaisons at Police, Fire and Public Works	IT Staff embedded with departments weekly to engage, communicate, address needs, complete IT tasks for staff	Organizational Culture	No
IT rotating liaisons at Police, Fire and Public Works	IT Staff embedded with departments weekly to engage, communicate, address needs, complete IT tasks for staff	Organizational Culture	No
IT rotating liaisons at Police, Fire and Public Works	IT Staff embedded with departments weekly to engage, communicate, address needs, complete IT tasks for staff	Organizational Culture	No
IT rotating liaisons at Police, Fire and Public Works	IT Staff embedded with departments weekly to engage, communicate, address needs, complete IT tasks for staff	Organizational Culture	No
IT Service Delivery to partner organizations	IT operation services extend to Dakota County, State of MN, ISD191, ABLE, Ames-Center, TCCM, MVTA, Lions and others utilizing City facilities and IT infrastructure.	Community Engagement	No
IT Service Delivery to partner organizations	IT operation services extend to Dakota County, State of MN, ISD191, ABLE, Ames-Center, TCCM, MVTA, Lions and others utilizing City facilities and IT infrastructure.	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Ensures availability of LAN/WAN system resources using automation tools and hosted services	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Maintains strong relationships with community partners	Effectively represents the City with agencies and outside organizations	IT Director
Assists customers through the problem-solving process and determines the best solution	Provides daily IT support and assistance through the IT Service desk	IT Support Specialist
Manages activities, sets clear expectations and provides work direction to the IT Service Desk	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Coordinates and assists with partner organizations and third-party vendor and contractor work at City facilities	Participates in the delivery of excellent information technology service to the organization.	Technical Solutions Specialist
Pursues continuous personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing peer networks	Collaborates internally and externally to provide leading edge technology	GIS and Assets Management Coordinator
Focuses on self development, skills building and People Manager organizational development activities	Participates in the delivery of excellent and innovative information technology service to the organization	GIS Manager
Supervises the Application Services Analyst and application interns	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Focuses on self development, skills building and People Manager organizational development activities	Participates in the delivery of excellent and innovative information technology service to the organization	GIS Manager
Provides leadership to IT department staff to best serve the organization	Develops and oversees all Information Technology activities	IT Director
Provides leadership to IT department staff to best serve the organization	Develops and oversees all Information Technology activities	IT Director
Works collaboratively with the City's leadership team in support of City priorities and mission	Delivers business process improvements in collaboration with organizational leaders	IT Director
Serves in leadership roles in local, regional, and statewide initiatives for sharing mutually beneficial IT services	Effectively represents the City with agencies and outside organizations	IT Director
Manages activities, sets clear expectations and provides work direction to the IT Service Desk	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Works collaboratively with the City's leadership team in support of City priorities and mission	Delivers business process improvements in collaboration with organizational leaders	IT Director
Provides leadership to IT department staff to best serve the organization	Develops and oversees all Information Technology activities	IT Director

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
IT Service Delivery to partner organizations	IT operation services extend to Dakota County, State of MN, ISD191, ABLE, Ames-Center, TCCM, MVTA, Lions and others utilizing City facilities and IT infrastructure.	Community Engagement	No
IT Service Delivery to partner organizations	IT operation services extend to Dakota County, State of MN, ISD191, ABLE, Ames-Center, TCCM, MVTA, Lions and others utilizing City facilities and IT infrastructure.	Community Engagement	No
IT Service Delivery to partner organizations	IT operation services extend to Dakota County, State of MN, ISD191, ABLE, Ames-Center, TCCM, MVTA, Lions and others utilizing City facilities and IT infrastructure.	Community Engagement	No
IT Service Delivery to partner organizations	IT operation services extend to Dakota County, State of MN, ISD191, ABLE, Ames-Center, TCCM, MVTA, Lions and others utilizing City facilities and IT infrastructure.	Community Engagement	No
IT Service Delivery to partner organizations	IT operation services extend to Dakota County, State of MN, ISD191, ABLE, Ames-Center, TCCM, MVTA, Lions and others utilizing City facilities and IT infrastructure.	Community Engagement	No
IT/GIS Development Training	Participate in organizational & technical training, webinars, seminars and trade activities for development and skills building	Organizational Culture	No
IT/GIS Development Training	Participate in organizational & technical training, webinars, seminars and trade activities for development and skills building	Organizational Culture	No
Leadership	Set direction, create positive culture of shared beliefs and expectations. Communication, clarity, consistency.	Organizational Culture	No
Leadership	Set direction, create positive culture of shared beliefs and expectations. Communication, clarity, consistency.	Organizational Culture	No
Leadership	Oversee the creation of IT department and associated organizational technology policies, goals, and objectives in alignment with Council Strategic Priorities.	Organizational Culture	No
Leadership	Set direction, create positive culture of shared beliefs and expectations. Communication, clarity, consistency.	Organizational Culture	No
Leadership	Work with department teams to provide leadership, assist with problems, and review assignments, programs, and operations to identify potential improvements.	Organizational Culture	No
Leadership	Board member of LOGIS, member of City IT Professionals (CITPRO) and the Multi-State Information Sharing and Analysis Center (MS-ISAC) member	Community Engagement	No
Leadership	Set direction, create positive culture of shared beliefs and expectations. Communication, clarity, consistency.	Organizational Culture	No
Leadership	IT Director is part of the City Leadership Team to align and facilitate IT Services with Council strategic priorities and values	Organizational Culture	No
Leadership/Staff Development	Review the performance of employees and ensure they are meeting departments high standards and are getting necessary resources to succeed	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Serves in leadership roles in local, regional, and statewide initiatives for sharing mutually beneficial IT services	Effectively represents the City with agencies and outside organizations	IT Director
Supports existing products and services, resolves operational issues, and ensures system connectivity	Delivers business processes and procedures that meet the needs of the organization.	Application Services Analyst
Aligns Application Services with IT Service Management (ITSM) delivery and processes	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Creates, modifies, and enforces IT policies and procedures to ensure efficient and effective use of City technology and systems.	Promotes the highest level of security monitoring and management	IT Director
Serves in leadership roles in local, regional, and statewide initiatives for sharing mutually beneficial IT services	Effectively represents the City with agencies and outside organizations	IT Director
Designs and implements manual and automated solutions to increase efficiency and access	Analyzes and evaluates operational systems, applications, data, and procedures.	Application Services Analyst
Coordinates and leads training activities for enterprise applications to leverage the use of system features and functionality	Participates in the delivery of excellent information technology service to the organization	Application Services Manager
Coordinates and leads training activities for processes, software, web and desktop applications, security and other systems	Participates in the delivery of excellent information technology service to the organization	Technical Services Manager
Implements identified solutions as directed	Delivers business process improvements that meet the needs of the organization	Technical Solutions Specialist
Manages support contracts, user accounts, security procedures and licensing services.	Participates in the delivery of excellent Information Technology services to the organization	IT Support Specialist
Manages support contracts, user accounts, security procedures and licensing services.	Participates in the delivery of excellent Information Technology services to the organization	IT Support Specialist
Manages multiple application/system projects, performs upgrades/updates, and communicates/ collaborates with other IT Staff, end users, and vendors	Provides technical application expertise for administration, maintenance, testing, implementation, and analysis of applications/systems utilized by City staff.	Application Services Analyst
Manages progressive enterprise applications and services aligned to government business function	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Assesses and identifies ways to enhance the delivery of information services.	Delivers business process improvements that meet the needs of the organization.	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Legislative Accountability	Provide/present operational updates, legislative updates, and other information as needed to the City Manager, City Council, or other appropriate groups.	Organizational Culture	No
Liaisons for hosted platforms	Partner with and provide IT liaison services for 40 + third party hosted application services utilized by other departments including: GovQA, AXON, NeoGov, CivicPlus, OpenGov, Watersmart, First Due,	Organizational Culture	No
Liaisons for hosted platforms	Partner with and provide IT liaison services for 40 + third party hosted application services utilized by other departments including: GovQA, AXON, NeoGov, CivicPlus, OpenGov, Watersmart, First Due,	Organizational Culture	No
Local Agency Security Officer (LASO) Responsibility	LASO representative for the City in compliance with the FBI and MN Bureau of Criminal Apprehension security requirements for Criminal Justice Information Systems and data access. Annual certification is required	Safety	Yes
LOGIS Staff Liaison	The primary staff liaisons for Local Government Information Systems (LOGIS), support, projects, and activities through participation on the Board of Directors	Organizational Culture	Yes
M365 process improvements, collaboration & training	Work with all staff to better utilize new Microsoft tools, systems, and solutions to deliver process improvements, better collaboration and coordinated training opportunities	Organizational Culture	No
M365 process improvements, collaboration & training	Work with all staff to better utilize new Microsoft tools, systems, and solutions to deliver process improvements, better collaboration and coordinated training opportunities	Organizational Culture	No
M365 process improvements, collaboration & training	Work with all staff to better utilize new Microsoft tools, systems, and solutions to deliver process improvements, better collaboration and coordinated training opportunities	Organizational Culture	No
M365 process improvements, collaboration & training	Work with all staff to better utilize new Microsoft tools, systems, and solutions to deliver process improvements, better collaboration and coordinated training opportunities	Organizational Culture	No
Manage Amazon Enterprise accounts	Create, distribute, and manage enterprise business accounts for Tax exempt purchasing via Amazon Prime for all departments	Sustainability	No
Manage Zoom Enterprise Accounts	Manage licensing, staff accounts, and Zoom enterprise settings for the organization and public meetings	Community Engagement	No
Microsoft 365 and Azure hosted platform Administration	Manage Microsoft M365 and AZURE services for 380 accounts, hosted storage, staff Intranet, Teams, SharePoint, and various other tools allowing for secure mobility and access from anywhere.	Infrastructure	No
Microsoft 365 and Azure hosted platform Administration	Manage Microsoft M365 and AZURE services for 380 accounts, hosted storage, staff Intranet, Teams, SharePoint, and various other tools allowing for secure mobility and access from anywhere.	Infrastructure	No
Microsoft 365 and Azure hosted platform Administration	Manage Microsoft M365 and AZURE services for 380 accounts, hosted storage, staff Intranet, Teams, SharePoint, and various other tools allowing for secure mobility and access from anywhere.	Infrastructure	No
Microsoft 365 and Azure hosted platform Administration	Manage Microsoft M365 and AZURE services for 380 accounts, hosted storage, staff Intranet, Teams, SharePoint, and various other tools allowing for secure mobility and access from anywhere.	Infrastructure	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Maintains accurate Active Directory user accounts and data maintained by third-party systems	Maintains and repairs computer hardware and applications	IT Support Specialist
Manage and maintain systems identified as a lead on	Assists with the validation and maintenance of IT asset inventories and replacement schedules	Technical Solutions Specialist
Provides escalated support to other IT staff	Maintain business continuity that supports great public service.	IT Architect - Engineer
Evaluates and recommends emerging technologies and new solutions for City technology needs	Develops and oversees all Information Technology activities	IT Director
Manages activities, sets clear expectations and provides work direction to the IT Service Desk	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Manage and maintain systems identified as a lead on	Assists with the validation and maintenance of IT asset inventories and replacement schedules	Technical Solutions Specialist
Provides training, support and feedback on open issues, on-going projects and infrastructure.	Manages technology projects and resources at all levels of City operations.	IT Architect - Engineer
Performs local and remote troubleshooting for internal customers.	Provides daily IT support and assistance through the IT Service desk.	IT Support Specialist
Resolves complex problems and troubleshoots escalated and assigned issues through resolution	Provides second tier IT support and assistance through the IT Service desk.	Technical Solutions Specialist
Tracks and monitors mobile data plans and invoices.	Participates in the delivery of excellent Information Technology services to the organization	IT Support Specialist
Manages support contracts, user accounts, security procedures and licensing services.	Participates in the delivery of excellent information technology service to the organization.	Technical Solutions Specialist
Establishes and oversees systems security that adheres to public and private data requirements	Promotes the highest level of security monitoring and management	IT Architect - Engineer
Manages support contracts, user accounts, security procedures and licensing services	Participates in the delivery of excellent Information Technology services to the organization	IT Support Specialist
Manages activities, sets clear expectations and provides work direction to the IT Service Desk	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Delivers and supports secure systems access through support of security policies, procedures and tools	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Provides escalated support to other IT staff	Maintain business continuity that supports great public service.	IT Architect - Engineer

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Microsoft 365 and Azure hosted platform Administration	Manage Microsoft M365 and AZURE services for 380 accounts, hosted storage, staff Intranet, Teams, SharePoint, and various other tools allowing for secure mobility and access from anywhere.	Infrastructure	No
Microsoft 365 and Azure hosted platform Administration	Manage Microsoft M365 and AZURE services for 380 accounts, hosted storage, staff Intranet, Teams, SharePoint, and various other tools allowing for secure mobility and access from anywhere.	Infrastructure	No
Mobile Command Post technology	Maintain, support and scheduled replacements of technology utilized in the Mobile Command Post for Police and Fire operations and call-outs.	Safety	No
Mobile Command Post technology	Maintain, support and scheduled replacements of technology utilized in the Mobile Command Post for Police and Fire operations and call-outs.	Safety	No
Mobile Command Post technology	Maintain, support and scheduled replacements of technology utilized in the Mobile Command Post for Police and Fire operations and call-outs.	Safety	No
Mobile Command Post technology	Maintain, support and scheduled replacements of technology utilized in the Mobile Command Post for Police and Fire operations and call-outs.	Safety	No
Mobile Communications Support	Install, manage, monitor and secure mobile data modems in use by Police, Fire, Public Works and other groups for remote access to the City network	Infrastructure	No
Mobile Communications Support	Install, manage, monitor and secure mobile data modems in use by Police, Fire, Public Works and other groups for remote access to the City network	Infrastructure	No
Mobile Communications Support	Install, manage, monitor and secure mobile data modems in use by Police, Fire, Public Works and other groups for remote access to the City network	Infrastructure	No
Mobile Data accounts Management	Install, manage, monitor all mobile cellular data accounts in use by Police, Fire, Public Works, Community Development, and miscellaneous groups	Infrastructure	No
Mobile Data accounts Management	Install, manage, monitor all mobile cellular data accounts in use by Police, Fire, Public Works, Community Development, and miscellaneous groups	Infrastructure	No
Multi-factor Authentication services	IT provides and maintain tools to provide two factor or more authentication services to conform with mandates by FBI/BCA, State of MN, LOGIS and security best practices	Infrastructure	No
Multi-factor Authentication services	IT provides and maintain tools to provide two factor or more authentication services to conform with mandates by FBI/BCA, State of MN, LOGIS and security best practices	Infrastructure	No
Multi-factor Authentication services	IT provides and maintain tools to provide two factor or more authentication services to conform with mandates by FBI/BCA, State of MN, LOGIS and security best practices	Infrastructure	No
Multi-factor Authentication services	IT provides and maintain tools to provide two factor or more authentication services to conform with mandates by FBI/BCA, State of MN, LOGIS and security best practices	Infrastructure	No
Multi-function devices & print management	Centralized managed print services utilizing secure, mobile print, scan, copy, and fax devices shared between departments	Sustainability	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Performs local and remote troubleshooting for Service Desk customers.	Provides daily IT support and assistance through the IT Service desk	IT Support Specialist
Resolves complex problems and troubleshoots escalated and assigned issues through resolution	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Assesses and identifies ways to enhance the delivery of information services.	Delivers business process improvements that meet the needs of the organization.	IT Architect - Engineer
Coordinates and assists with partner organizations and third-party vendor and contractor work at City facilities	Participates in the delivery of excellent information technology service to the organization.	Technical Solutions Specialist
Provides consulting and feedback for IT staff on ongoing issues and projects	Leads the implementation of technology projects.	Application Services Manager
Delivers strategic outcomes for Asset Management, CIP, public safety, community engagement, community development and other strategic priorities	Participates in the delivery of excellent and innovative information technology service to the organization	GIS Manager
Provides training, support and feedback on open issues, on-going projects and infrastructure	Manages technology projects and resources at all levels of City operations	IT Architect - Engineer
Ensures City business technology needs are met with leading solutions	Develops strategic technology plan to meet the needs of the organization now and in the fut	IT Director
Provides direction and management on annual IT and non-IT Capital projects involving the Service Desk	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Manages multiple application/system projects, performs upgrades/updates, and communicates/ collaborates with other IT Staff, end users, and vendors	Provides technical application expertise for administration, maintenance, testing, implementation, and analysis of applications/systems utilized by City staff.	Application Services Analyst
Manages progressive enterprise applications and services aligned to government business function	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Provide ArcGIS training and support to core user groups	Champions efforts and engage personnel in use of tools	GIS and Assets Management Coordinator
Advises and trains staff on GIS methods and techniques and coordinates GIS projects with stakeholders	Provides GIS Enterprise support and leadership citywide	GIS Manager
Maintains continued improvement of IT service delivery to the organization through proactive communication	Delivers business process improvements that meet the needs of the organization.	IT Architect - Engineer

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Multi-function devices & print management	Centralized managed print services utilizing secure, mobile print, scan, copy, and fax devices shared between departments	Sustainability	No
Multi-function devices & print management	Centralized managed print services utilizing secure, mobile print, scan, copy, and fax devices shared between departments	Sustainability	No
Network and electrical adds, changes, moves	Addressing the needs of staff and departments changes by adding changing and moving network and electrical infrastructure where it is needed in all facilities	Infrastructure	No
Network and electrical adds, changes, moves	Addressing the needs of staff and departments changes by adding changing and moving network and electrical infrastructure where it is needed in all facilities	Infrastructure	No
Non IT CIP Projects	Participate in non-IT CIP projects throughout the organization where technology and/or IT services are needed. I.e., Parks, Roads, facilities, community events, etc..	Organizational Culture	No
Non IT CIP Projects	Participate in non-IT CIP projects throughout the organization where technology and/or IT services are needed. I.e., Parks, Roads, facilities, community events, etc..	Organizational Culture	No
Non IT CIP Projects	Participate in non-IT CIP projects throughout the organization where technology and/or IT services are needed. I.e., Parks, Roads, facilities, community events, etc..	Organizational Culture	No
Non IT CIP Projects	Participate in non-IT CIP projects throughout the organization where technology and/or IT services are needed. I.e., Parks, Roads, facilities, community events, etc..	Organizational Culture	No
Non IT CIP Projects	Participate in non-IT CIP projects throughout the organization where technology and/or IT services are needed. I.e., Parks, Roads, facilities, community events, etc..	Organizational Culture	No
Onboarding/off-boarding	Provide a thorough and excellent experience for all staff to deliver resources and access to systems when starting or employment or changes within the City and ensure off-boarding of departing staff is similar and removal of systems access	Organizational Culture	No
Onboarding/off-boarding	Provide a thorough and excellent experience for all staff to deliver resources and access to systems when starting or employment or changes within the City and ensure off-boarding of departing staff is similar and removal of systems access	Organizational Culture	No
Onboarding/off-boarding	Provide a thorough and excellent experience for all staff to deliver resources and access to systems when starting or employment or changes within the City and ensure off-boarding of departing staff is similar and removal of systems access	Organizational Culture	No
Onboarding/off-boarding	Provide a thorough and excellent experience for all staff to deliver resources and access to systems when starting or employment or changes within the City and ensure off-boarding of departing staff is similar and removal of systems access	Organizational Culture	No
Onboarding/off-boarding	Provide a thorough and excellent experience for all staff to deliver resources and access to systems when starting or employment or changes within the City and ensure off-boarding of departing staff is similar and removal of systems access	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Performs Onboarding and Offboarding activities for staff, vendors and contractors	Participates in the delivery of excellent Information Technology services to the organization	IT Support Specialist
Prioritize Onboarding and Offboarding processes to ensure excellent experiences	Participates in the delivery of excellent information technology service to the organization	Technical Services Manager
Manages support contracts, user accounts, security procedures and licensing services	Participates in the delivery of excellent information technology service to the organization.	Technical Solutions Specialist
Maintains strong relationships with community partners	Effectively represents the City with agencies and outside organizations	IT Director
Establishes and oversees systems security that adheres to public and private data requirements	Promotes the highest level of security monitoring and management	IT Architect - Engineer
Manages support contracts, user accounts, security procedures and licensing services	Participates in the delivery of excellent Information Technology services to the organization	IT Support Specialist
Delivers and supports secure systems access through support of security policies, procedures and tools	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Supervises the Application Services Analyst and application interns	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Manages activities, sets clear expectations and provides work direction to GIS Staff	Participates in the delivery of excellent and innovative information technology service to the organization	GIS Manager
Provides leadership to IT department staff to best serve the organization	Develops and oversees all Information Technology activities	IT Director
Manages activities, sets clear expectations and provides work direction to the IT Service Desk	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Understands City operations to support the technology needs of all Departments and Divisions	Delivers business process improvements that meet the needs of the organization.	IT Architect - Engineer
Serves as the first point of contact for phone systems account maintenance and issues	Participates in the delivery of excellent Information Technology services to the organization	IT Support Specialist
Manage IoT devices for city facilities (phones, clocks, MFD's, AV, etc.)	Participates in the delivery of excellent information technology service to the organization	Technical Services Manager
Provides second tier support for VOIP and other communications systems	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Onboarding/off-boarding	Provide a thorough and excellent experience for all staff to deliver resources and access to systems when starting or employment or changes within the City and ensure off-boarding of departing staff is similar and removal of systems access	Organizational Culture	No
Onboarding/off-boarding	Provide a thorough and excellent experience for all staff to deliver resources and access to systems when starting or employment or changes within the City and ensure off-boarding of departing staff is similar and removal of systems access	Organizational Culture	No
Onboarding/off-boarding	Provide a thorough and excellent experience for all staff to deliver resources and access to systems when starting or employment or changes within the City and ensure off-boarding of departing staff is similar and removal of systems access	Organizational Culture	No
Partnerships	Seek opportunities with other agencies and organizations to jointly provide IT services more effectively and/or efficiently.	Sustainability	No
Password Management services	IT provides and maintain tools to provide secure password storage and uses for all City internal and external systems access.	Infrastructure	No
Password Management services	IT provides and maintain tools to provide secure password storage and uses for all City internal and external systems access.	Infrastructure	No
Password Management services	IT provides and maintain tools to provide secure password storage and uses for all City internal and external systems access.	Infrastructure	No
People Management	Employee engagement, coaching, routine check ins, performance reviews, timesheet reviews	Organizational Culture	No
People Management	Employee engagement, coaching, routine check ins, performance reviews, timesheet reviews	Organizational Culture	No
People Management	Employee engagement, coaching, routine check ins, performance reviews, timesheet reviews	Organizational Culture	No
People Management	Employee engagement, coaching, routine check ins, performance reviews, timesheet reviews	Organizational Culture	No
Phone system	IT staff install, support, and manage over 550 phones for staff, facilities and remote workers including voicemail accounts using a City-wide network-based enterprise phone system.	Infrastructure	No
Phone system	IT staff install, support, and manage over 550 phones for staff, facilities and remote workers including voicemail accounts using a City-wide network-based enterprise phone system.	Infrastructure	No
Phone system	IT staff install, support, and manage over 550 phones for staff, facilities and remote workers including voicemail accounts using a City-wide network-based enterprise phone system.	Infrastructure	No
Phone system	IT staff install, support, and manage over 550 phones for staff, facilities and remote workers including voicemail accounts using a City-wide network-based enterprise phone system.	Infrastructure	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Manages multiple application/system projects, performs upgrades/updates, and communicates/ collaborates with other IT Staff, end users, and vendors	Provides technical application expertise for administration, maintenance, testing, implementation, and analysis of applications/systems utilized by City staff.	Application Services Analyst
Coordinates and leads training activities for enterprise applications to leverage the use of system features and functionality	Participates in the delivery of excellent information technology service to the organization.	Application Services Manager
Performs local and remote troubleshooting for Service Desk customers	Provides daily IT support and assistance through the IT Service desk.	IT Support Specialist
Resolves complex problems and troubleshoots escalated and assigned issues through resolution	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Engineers and documents GIS applications, policies, workflows, standards, and procedures	Provides GIS Enterprise support and leadership citywide	GIS Manager
Creates and enforces IT policies and procedures to ensure proper use and security of all systems	Participates in the delivery of excellent information technology service to the organization.	Application Services Manager
Creates, modifies, and enforces IT policies and procedures to ensure efficient and effective use of City technology and systems	Promotes the highest level of security monitoring and management	IT Architect - Engineer
Establishes and oversees systems security and framework that adheres to public and private data requirements	Promotes the highest level of security monitoring and management	IT Director
Develops and implements policies and procedures to ensure the integrity and security of systems and facilities	Participates in the delivery of excellent information technology service to the organization	Technical Services Manager
Provides 2nd level application and POS support for break/fix issues, performs planned/unplanned maintenance, communicates and documents issues/ resolutions thoroughly	Provides technical application expertise for administration, maintenance, testing, implementation, and analysis of applications/systems utilized by City staff.	Application Services Analyst
Manages progressive enterprise applications and services aligned to government business function	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Maintains vendor and consulting relationships and contracts and licensing requirements.	Participates in the delivery of excellent information technology service to the organization.	Application Services Analyst
Provides coordination of systems, related standards, security, and budget	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Evaluates, recommends, and implements emerging GIS technology and related GIS system hardware/software purchases	Participates in the delivery of excellent and innovative information technology service to the organization	GIS Manager
Manages vendor and consulting relationships	Effectively represents the City with agencies and outside organizations	IT Architect - Engineer
Oversees procurement procedures and processes	Effectively represents the City with agencies and outside organizations	IT Director

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Plan review software management and support	Bluebeam electronic plan review product support, management, and integration services for Community Development and Fire	Infrastructure	No
Plan review software management and support	Bluebeam electronic plan review product support, management, and integration services for Community Development and Fire	Infrastructure	No
Police Liaison Technology and support at BHS	Support endpoint devices and services for Police operations and Police Liaison officers located at Burnsville High School (BHS)	Safety	No
Police Liaison Technology and support at BHS	Support endpoint devices and services for Police operations and Police Liaison officers located at Burnsville High School (BHS)	Safety	No
Policy Review	Assist in reviewing policy and recommending changes in alignment with current best practices	Organizational Culture	Yes
Policy Review	Assist in reviewing policy and recommending changes in alignment with current best practices	Organizational Culture	Yes
Policy Review	Assist in reviewing policy and recommending changes in alignment with current best practices	Organizational Culture	Yes
Policy Review	Assist in policy development and review with other departments.	Organizational Culture	Yes
Policy Review	Assist in reviewing policy and recommending changes in alignment with current best practices	Organizational Culture	Yes
POS services	Provide services, support and secure connectivity for the several Point of Sale (POS) endpoints located at various City facilities for use with concessions, recreation sales, Golf and Ice Center activities	Community Engagement	No
POS services	Provide services, support and secure connectivity for the several Point of Sale (POS) endpoints located at various City facilities for use with concessions, recreation sales, Golf and Ice Center activities	Community Engagement	No
Procurement of technology hardware, software and services	Provide inventory of hardware, software and service options through formal procurement, inventory controls and invoice processing	Sustainability	No
Procurement of technology hardware, software and services	Provide inventory of hardware, software and service options through formal procurement, inventory controls and invoice processing	Sustainability	No
Procurement of technology hardware, software and services	Provide inventory of hardware, software and service options through formal procurement, inventory controls and invoice processing	Sustainability	No
Procurement of technology hardware, software and services	Provide inventory of hardware, software and service options through formal procurement, inventory controls and invoice processing	Sustainability	No
Procurement of technology hardware, software and services	Provide inventory of hardware, software and service options through formal procurement, inventory controls and invoice processing	Sustainability	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Purchases and maintains IT hardware, software, and supplies for citywide use.	Maintains and repairs computer hardware and applications.	IT Support Specialist
Prepares Council backgrounds and supporting information through to procurement	Assists in the maintenance, expansion and management of IT infrastructure and services	Technical Services Manager
Leads and conducts project research, evaluations, recommendations, upgrades, purchasing and implementations	Assists with the validation and maintenance of IT asset inventories and replacement schedules	Technical Solutions Specialist
Conducts research, defines requirements, and makes recommendations for technology solutions	Leads the implementation of technology projects.	Application Services Manager
Manages GIS projects and initiatives as identified in the GIS Plan and city priorities	Develop, implement and manage the City's GIS Strategic Plan in alignment with the organization	GIS Manager
Provides direction to workgroups and individuals involved in IT projects and associated operations	Manages technology projects and resources at all levels of City operations	IT Architect - Engineer
Ensures City business technology needs are met with leading solutions	Develops strategic technology plan to meet the needs of the organization now and in the fut	IT Director
Project management activities: prepare estimates, exhibits, and contract notices of equipment and service installations	Assists in the maintenance, expansion and management of IT infrastructure and services	Technical Services Manager
Leads and conducts project research, evaluations, recommendations, upgrades, purchasing and implementations	Delivers business process improvements that meet the needs of the organization	Technical Solutions Specialist
Provides escalated support to other IT staff	Maintain business continuity that supports great public service.	IT Architect - Engineer
Installs and maintains hardware and software applications	Maintains and repairs computer hardware and applications	IT Support Specialist
Manages activities, sets clear expectations and provides work direction to the IT Service Desk	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Manage and maintain systems identified as a lead on	Assists with the validation and maintenance of IT asset inventories and replacement schedules	Technical Solutions Specialist
Creates and enforces IT policies and procedures to ensure proper use and security of all systems	Participates in the delivery of excellent information technology service to the organization.	Application Services Analyst
Creates and enforces IT policies and procedures to ensure proper use and security of all systems	Participates in the delivery of excellent information technology service to the organization.	Application Services Manager
Ensure Data governance and requests are managed	Develops and oversees all Information Technology activities	IT Director

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Procurement of technology hardware, software and services	Provide inventory of hardware, software and service options through formal procurement, inventory controls and invoice processing	Sustainability	No
Procurement of technology hardware, software and services	Provide inventory of hardware, software and service options through formal procurement, inventory controls and invoice processing	Sustainability	No
Procurement of technology hardware, software and services	Provide inventory of hardware, software and service options through formal procurement, inventory controls and invoice processing	Sustainability	No
Project Management	Participate and lead annual IT projects, manage consultants, contractors, timelines, funds, and completion of implementation into operational mode	Infrastructure	No
Project Management	Participate and lead annual IT projects, manage consultants, contractors, timelines, funds, and completion of implementation into operational mode	Infrastructure	No
Project Management	Participate and lead annual IT projects, manage consultants, contractors, timelines, funds, and completion of implementation into operational mode	Infrastructure	No
Project Management	Participate and lead annual IT projects, manage consultants, contractors, timelines, funds, and completion of implementation into operational mode	Infrastructure	No
Project Management	Participate and lead annual IT projects, manage consultants, contractors, timelines, funds, and completion of implementation into operational mode	Infrastructure	No
Project Management	Participate and lead annual IT projects, manage consultants, contractors, timelines, funds, and completion of implementation into operational mode	Infrastructure	No
Public Safety Mobile Computers	Provide, support, and maintain 57 specialized mobile computers in Police and Fire vehicles for frontline dispatching, response, and incident command activities	Safety	No
Public Safety Mobile Computers	Provide, support, and maintain 57 specialized mobile computers in Police and Fire vehicles for frontline dispatching, response, and incident command activities	Safety	No
Public Safety Mobile Computers	Provide, support, and maintain 57 specialized mobile computers in Police and Fire vehicles for frontline dispatching, response, and incident command activities	Safety	No
Public Safety Mobile Computers	Provide, support, and maintain 57 specialized mobile computers in Police and Fire vehicles for frontline dispatching, response, and incident command activities	Safety	No
Records Management	Yearly data retention tasks and destruction of records per Retention Schedule for IT	Sustainability	Yes
Records Management	Yearly data retention tasks and destruction of records per Retention Schedule for IT	Sustainability	Yes
Records Management	Yearly data retention tasks and destruction of records per Retention Schedule for IT	Sustainability	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Manages multiple application/system projects, performs upgrades/updates, and communicates/collaborates with other IT Staff, end users, and vendors	Provides technical application expertise for administration, maintenance, testing, implementation, and analysis of applications/systems utilized by City staff.	Application Services Analyst
Manages progressive enterprise applications and services aligned to government business function	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Performs and maintains IT asset inventories and replacement schedules for hardware and software	Provides daily IT support and assistance through the IT Service desk.	IT Support Specialist
Process documentation, inventory management, measuring and auditing of services and licenses	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Manage and maintain systems identified as a lead on	Assists with the validation and maintenance of IT asset inventories and replacement schedules	Technical Solutions Specialist
Serves in leadership roles in local, regional, and statewide initiatives for sharing mutually beneficial IT services	Effectively represents the City with agencies and outside organizations	IT Director
Understands City operations to support the technology needs of all Departments and Divisions	Delivers business process improvements that meet the needs of the organization.	IT Architect - Engineer
Performs local and remote troubleshooting for Service Desk customers	Provides daily IT support and assistance through the IT Service desk	IT Support Specialist
Manages on-site and remote work equipment including telephony and cellular communications, services and security	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Provides responsive escalation services to the Service Desk	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Creates analysis reports, requirement use cases, and flow and data diagrams to inform decisions	Coordinates all aspects of data collection and analysis	Application Services Analyst
Designs and creates reporting solutions to be used for business intelligence to inform.	Oversees all aspects of data collection and analysis	Application Services Manager
Conducts research, defines requirements, and makes recommendations for technology solutions	Leads the implementation of technology projects.	Application Services Manager
Evaluates and recommends emerging technologies and new solutions for City technology needs	Manages technology projects and resources at all levels of City operations	IT Architect - Engineer

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Recreation Management System (RMS)	Host, manage, maintain, and monitor the RMS on behalf of the Parks, Recreation and Facilities for Recreation programs, Ice Center scheduling, League scheduling, Tee times and Point of Sales	Community Engagement	No
Recreation Management System (RMS)	Host, manage, maintain, and monitor the RMS on behalf of the Parks, Recreation and Facilities for Recreation programs, Ice Center scheduling, League scheduling, Tee times and Point of Sales	Community Engagement	No
Recycling and disposal of IT Assets	Through inventory control and replacement schedules IT is responsible for proper disposal of IT assets, devices, and data. Using state and federally authorized methods working with vendors/contractors	Sustainability	Yes
Recycling and disposal of IT Assets	Through inventory control and replacement schedules IT is responsible for proper disposal of IT assets, devices, and data. Using state and federally authorized methods working with vendors/contractors	Sustainability	Yes
Recycling and disposal of IT Assets	Through inventory control and replacement schedules IT is responsible for proper disposal of IT assets, devices, and data. Using state and federally authorized methods working with vendors/contractors	Sustainability	Yes
Relationship Building	Foster a strong collaborative relationship with partners at Dakota County, MNIT, MVTA, ISD191, TCCM, Dakota 911, and LOGIS to leverage common goals and outcomes around shared infrastructure resources	Community Vibrancy	No
Remote Work Support	Deliver and maintain remote work capabilities and support to all departments for a flexible and healthy work environment. Currently supporting remote work capabilities for 280 staff	Organizational Culture	No
Remote Work Support	Deliver and maintain remote work capabilities and support to all departments for a flexible and healthy work environment. Currently supporting remote work capabilities for 280 staff	Organizational Culture	No
Remote Work Support	Deliver and maintain remote work capabilities and support to all departments for a flexible and healthy work environment. Currently supporting remote work capabilities for 280 staff	Organizational Culture	No
Remote Work Support	Deliver and maintain remote work capabilities and support to all departments for a flexible and healthy work environment. Currently supporting remote work capabilities for 280 staff	Organizational Culture	No
Reporting and Business Intelligence	Develop, prepare and run regularly scheduled analysis data and reports upon request and design user friendly reports. Provide raw data access for departments and staff to utilize	Sustainability	No
Reporting and Business Intelligence	Develop, prepare and run regularly scheduled analysis data and reports upon request and design user friendly reports. Provide raw data access for departments and staff to utilize	Sustainability	No
RFP/RFI/RFQ and bidding	IT Leadership staff lead processes for identifying technology needs, selection, and implementation services through the creation of the required procurement processes.	Sustainability	Yes
RFP/RFI/RFQ and bidding	IT Leadership staff lead processes for identifying technology needs, selection, and implementation services through the creation of the required procurement processes.	Sustainability	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Evaluates and recommends emerging technologies and new solutions for City technology needs	Develops and oversees all Information Technology activities	IT Director
Provides service desk escalated support	Participates in the delivery of excellent information technology service to the organization	Application Services Manager
Ensures enterprise-wide platforms provide protection, backup systems and performance monitoring	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Provides responsive escalation services to the Service Desk	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Designs and implements manual and automated solutions to increase efficiency and access	Analyzes and evaluates operational systems, applications, data, and procedures.	Application Services Analyst
Designs and implements manual and automated solutions to increase efficiency and access	Analyzes and evaluates operational systems, applications, data, and procedures.	Application Services Manager
Creates and enforces IT policies and procedures to ensure proper use and security of all systems	Participates in the delivery of excellent information technology service to the organization.	Application Services Manager
Manages the design, maintenance, security, support, and enhancement of the City's internal GIS web map application (Datafi)	Administers Enterprise GIS environment and related services	GIS Manager
Establishes and oversees systems security that adheres to public and private data requirements	Promotes the highest level of security monitoring and management	IT Architect - Engineer
Promotes the highest level of security monitoring and management	Establishes and oversees systems security and framework that adheres to public and private data requirements	IT Director
Process documentation, inventory management, measuring and auditing of services and licenses	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Coordinates and leads training activities for systems, security, and process improvements	Participates in the delivery of excellent information technology service to the organization	Application Services Analyst
Creates and enforces IT policies and procedures to ensure proper use and security of all systems	Participates in the delivery of excellent information technology service to the organization.	Application Services Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
RFP/RFI/RFQ and bidding	IT Leadership staff lead processes for identifying technology needs, selection, and implementation services through the creation of the required procurement processes.	Sustainability	Yes
SCADA & AMI	IT provides software and hardware communications platform and access for the Water Department Supervisory Control and Data Acquisition (SCADA) system and Advanced Metering Infrastructure (AMI) for Water Utility sites	Infrastructure	No
SCADA & AMI	IT provides software and hardware communications platform and access for the Water Department Supervisory Control and Data Acquisition (SCADA) system and Advanced Metering Infrastructure (AMI) for Water Utility sites	Infrastructure	No
SCADA & AMI	IT provides software and hardware communications platform and access for the Water Department Supervisory Control and Data Acquisition (SCADA) system and Advanced Metering Infrastructure (AMI) for Water Utility sites	Infrastructure	No
SCADA & AMI	IT provides software and hardware communications platform and access for the Water Department Supervisory Control and Data Acquisition (SCADA) system and Advanced Metering Infrastructure (AMI) for Water Utility sites	Infrastructure	No
Secure File Transfer Services	Provide and support a secure file transfer service which allows City staff, consultants, contractors, and the public to send and receive large, secure data files	Infrastructure	No
Secure File Transfer Services	Provide and support a secure file transfer service which allows City staff, consultants, contractors, and the public to send and receive large, secure data files	Infrastructure	No
Security planning, auditing, and compliance	Manage IT systems security and physical security planning, implementation, support, management, auditing, and compliance activities for industry requirements: CJIS, CISA, PCI, HIPAA, MNiIT, BCA and LOGIS policies	Infrastructure	Yes
Security planning, auditing, and compliance	Manage IT systems security and physical security planning, implementation, support, management, auditing, and compliance activities for industry requirements: CJIS, CISA, PCI, HIPAA, MNiIT, BCA and LOGIS policies	Infrastructure	Yes
Security planning, auditing, and compliance	Manage IT systems security and physical security planning, implementation, support, management, auditing, and compliance activities for industry requirements: CJIS, CISA, PCI, HIPAA, MNiIT, BCA and LOGIS policies	Infrastructure	Yes
Security planning, auditing, and compliance	Oversee IT systems security and physical security planning, implementation, support, management, auditing, and compliance activities for industry requirements: CJIS, CISA, PCI, HIPAA, MNiIT, BCA and LOGIS policies	Infrastructure	Yes
Security planning, auditing, and compliance	Manage IT systems security and physical security planning, implementation, support, management, auditing, and compliance activities for industry requirements: CJIS, CISA, PCI, HIPAA, MNiIT, BCA and LOGIS policies	Infrastructure	Yes
Security training	Provide security awareness training for IT staff and the organization to comply with mandates and to reduce risk	Organizational Culture	Yes
Security training	Provide security awareness training for IT staff and the organization to comply with mandates and to reduce risk	Organizational Culture	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Creates, modifies, and enforces IT policies and procedures to ensure efficient and effective use of City technology and systems	Promotes the highest level of security monitoring and management	IT Director
Serves as a backup for the service desk	Participates in the delivery of excellent information technology service to the organization	Application Services Analyst
Provides service desk escalated support	Participates in the delivery of excellent information technology service to the organization.	Application Services Manager
Utilize IT Service Management resources to document, track and resolve issues	Coordinates, manages, and oversees collection and transfer of data	GIS and Assets Management Coordinator
Utilizes IT Service Management principals and resources to manage, resolve and respond to GIS service requests and project management	Participates in the delivery of excellent and innovative information technology service to the organization	GIS Manager
Provides escalated support to the Service Desk and others in IT	Maintain business continuity that supports great public service	IT Architect - Engineer
Understands City operations to support the technology needs of all Departments and Divisions	Develops and oversees all Information Technology activities	IT Director
Follows up with customers through full resolution of all requests	Provides daily IT support and assistance through the IT Service desk	IT Support Specialist
Manages activities, sets clear expectations and provides work direction to the IT Service Desk	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Provides responsive escalation services to the Service Desk	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Maintains vendor and consulting relationships and contracts and licensing requirements	Participates in the delivery of excellent information technology service to the organization	Application Services Analyst
Conducts research, defines requirements, and makes recommendations for technology solutions	Leads the implementation of technology projects.	Application Services Manager
Manages all aspects of the Information Technology annual budget	Develops and oversees all Information Technology activities	IT Director
Process documentation, inventory management, measuring and auditing of services and licenses	Manages the IT Service Desk and daily operations to ensure staff have the equipment and resources they need to do their work	Technical Services Manager
Manages multiple application/system projects, performs upgrades/updates, and communicates/ collaborates with other IT Staff, end users, and vendors	Provides technical application expertise for administration, maintenance, testing, implementation, and analysis of applications/systems utilized by City staff.	Application Services Analyst

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Security training	Oversee security awareness training for IT staff and the organization to comply with mandates and to reduce risk	Organizational Culture	Yes
Service Desk	Provide the organization Level I and Level II service desk responsiveness, support, and follow-up. Utilize ITSM interactive and automated services, and self-help tools	Organizational Culture	No
Service Desk	Provide the organization Level I and Level II and Level III service desk responsiveness, support, and follow-up. Utilize ITSM interactive and automated services, and self-help tools	Organizational Culture	No
Service Desk	Provide the organization Level I service desk responsiveness, support, and follow-up. Utilize ITSM interactive and automated services, and self-help tools	Organizational Culture	No
Service Desk	Provide the organization Level I and Level II service desk responsiveness, support, and follow-up. Utilize ITSM interactive and automated services, and self-help tools	Organizational Culture	No
Service Desk	Provide the organization Level I and Level II and Level III service desk responsiveness, support, and follow-up. Utilize ITSM interactive and automated services, and self-help tools	Organizational Culture	No
Service Desk	Provide the organization Level I and Level II and Level III service desk responsiveness, support, and follow-up. Utilize ITSM interactive and automated services, and self-help tools	Organizational Culture	No
Service Desk	Provide the organization Level I service desk responsiveness, support, and follow-up. Utilize ITSM interactive and automated services, and self-help tools	Organizational Culture	No
Service Desk	Provide the organization Level I and Level II and Level III service desk responsiveness, support, and follow-up. Utilize ITSM interactive and automated services, and self-help tools	Organizational Culture	No
Service Desk	Provide the organization Level I and Level II service desk responsiveness, support, and follow-up. Utilize ITSM interactive and automated services, and self-help tools	Organizational Culture	No
Software and Hosted services license management	Work with the IT Team and other departments to proactively manage and budget for the appropriate amount of application licenses needed on-going for access to systems.	Sustainability	No
Software and Hosted services license management	Work with the IT Team and other departments to proactively manage and budget for the appropriate amount of application licenses needed on-going for access to systems.	Sustainability	No
Software and Hosted services license management	Work with the IT Team and other departments to proactively manage and budget for the appropriate amount of application licenses needed on-going for access to systems.	Sustainability	No
Software and Hosted services license management	Work with the IT Team and other departments to proactively manage and budget for the appropriate amount of application licenses needed on-going for access to systems.	Sustainability	No
Staff Emergency Notification System (RedFlag)	Collaborate with HR, Communications to manage, maintain and utilize an emergency notification system for all staff and associated groups: CERT, Election Judges, volunteers	Safety	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Serves on-call outside of core business hours to provide support for critical operations	Participates in the delivery of excellent information technology service to the organization.	Application Services Manager
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Charts future needs and goals in alignment with organizational strategy and initiatives	Develops and oversees all Information Technology activities	IT Director
Provides leadership to IT department staff to best serve the organization	Develops and oversees all Information Technology activities	IT Director
Oversees inventory, management and daily operations for the City's antenna sites	Manages the development, implementation, and support of the City's telecommunications assets	Technical Services Manager
Designs and manages all aspects of data center operations and associated connected sites	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Plan, develop, and implement application training for end users. Design and deliver training through a variety of instruction methods including guides, videos, virtual and in-person sessions	Provides technical application expertise for administration, maintenance, testing, implementation, and analysis of applications/systems utilized by City staff	Application Services Analyst
Coordinates and leads training activities for enterprise applications to leverage the use of system features and functionality	Participates in the delivery of excellent information technology service to the organization.	Application Services Manager
Provide ArcGIS training and support to core user groups	Champions efforts and engage personnel in use of tools	GIS and Assets Management Coordinator
Provides training, support and feedback on open issues, on-going projects and infrastructure	Manages technology projects and resources at all levels of City operations	IT Architect - Engineer
Coordinates and leads training activities for processes, software, web and desktop applications, security and other systems	Participates in the delivery of excellent information technology service to the organization	Technical Services Manager
Leads systems training for end users	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Coordinates and leads training activities for systems, security, and process improvements	Participates in the delivery of excellent information technology service to the organization	Application Services Analyst
Provide VUEWorks® training and support to staff	Champions efforts and engage personnel in use of tools	GIS and Assets Management Coordinator
Advises and trains staff on GIS methods and techniques and coordinates GIS projects with stakeholders	Provides GIS Enterprise support and leadership citywide	GIS Manager
Coordinates and leads IT desktop training activities for City staff	Participates in the delivery of excellent Information Technology services to the organization	IT Support Specialist
Coordinates and leads training activities for processes, software, web and desktop applications, security and other systems	Participates in the delivery of excellent information technology service to the organization	Technical Services Manager

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Staff Emergency Notification System (RedFlag)	Collaborate with HR, Communications to manage, maintain and utilize an emergency notification system for all staff and associated groups: CERT, Election Judges, volunteers	Safety	No
Staff Emergency Notification System (RedFlag)	Collaborate with HR, Communications to manage, maintain and utilize an emergency notification system for all staff and associated groups: CERT, Election Judges, volunteers	Safety	No
Strategic Planning	Oversee the effective utilization of equipment, facilities, and technology. Direct the development of recommendations to meet the future equipment, facilities, and technology needs.	Safety	No
Team Building	Provide supportive leadership. Collaborate with City Council and City Manager to create positive outcomes.	Organizational Culture	No
Telecom and facility assets leasing and management	Management of City towers, associated facilities, and land to provide leasing opportunities for private and public telecom services providers. 2021 revenues were more than \$1 million	Infrastructure	No
Time Sync service for systems and devices	Maintain GPS based Time sync services for all devices, software, and systems in the City Network	Infrastructure	No
Training - Enterprise Applications	Provide and coordinate on-going lines of business specific enterprise systems training for the organization	Organizational Culture	No
Training - Enterprise Applications	Provide and coordinate on-going lines of business specific enterprise systems training for the organization	Organizational Culture	No
Training - Enterprise Applications	Provide and coordinate on-going GIS enterprise systems training for the organization	Organizational Culture	No
Training - Enterprise Applications	Provide and coordinate on-going enterprise systems training for the organization	Organizational Culture	No
Training - Enterprise Applications	Provide and coordinate on-going line of business specific enterprise systems training for the organization	Organizational Culture	No
Training - Enterprise Applications	Provide and coordinate on-going line of business specific enterprise systems training for the organization	Organizational Culture	No
Training - General	Provide on-going common desktop application and enterprise systems training for the organization	Organizational Culture	No
Training - General	Provide on-going GIS VUEWorks desktop application systems training for the organization	Organizational Culture	No
Training - General	Provide on-going desktop application and enterprise systems training for the organization	Organizational Culture	No
Training - General	Provide on-going desktop application and enterprise systems training for the organization	Organizational Culture	No
Training - General	Provide on-going desktop applications training for the organization	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Leads systems training for end users	Provides second tier IT support and assistance through the IT Service desk	Technical Solutions Specialist
Maintains and repairs computer hardware and applications.	Performs and maintains IT asset inventories and replacement schedules for hardware and software.	IT Support Specialist
Assists with the validation and maintenance of IT asset inventories and replacement schedules.	Manage and maintain systems identified as a lead on.	Technical Solutions Specialist
Maintains vendor and consulting relationships and contracts and licensing requirements	Participates in the delivery of excellent information technology service to the organization.	Application Services Manager
Manages vendor and third-party relationships, contracts, and licensing requirement	Participates in the delivery of excellent and innovative information technology service to the organization	GIS Manager
Manages vendor and consulting relationships	Effectively represents the City with agencies and outside organizations	IT Architect - Engineer
Manages vendor and consulting relationships	Effectively represents the City with agencies and outside organizations	IT Director
Coordinates with Infrastructure staff and vendors for continued expansion of IT services to City properties including parks and facilities	Assists in the maintenance, expansion and management of IT infrastructure and services	Technical Services Manager
Evaluates and administers a progressive virtualized multi-server area network environment aligned to government business function	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Performs backup duties including systems performance monitoring, backups, core applications upgrades, server configurations and storage management	Participates in the delivery of excellent information technology service to the organization.	Technical Solutions Specialist
Evaluates and administers a progressive virtualized multi-server area network environment aligned to government business function	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director
Delivers and supports secure systems access through support of security policies, procedures and tools	Provides second tier IT support and assistance through the IT Service desk.	Technical Solutions Specialist
Ensures a pro-active approach to security of systems, data and facilities.	Maintain business continuity that supports great public service.	IT Architect - Engineer
Administer VUEWorks® work and asset management software in user friendly state	Manages a web-based ArcGIS integrated work and asset management system	GIS and Asset Management Coordinator

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Training - General	Provide on-going desktop applications training for the organization	Organizational Culture	No
UPS (batteries) management	Proactive monitoring, maintenance, and replacements of backup power for critical infrastructure at 70 sites to increase the longevity of equipment and provide reliable services	Infrastructure	No
UPS (batteries) management	Proactive monitoring, maintenance, and replacements of backup power for critical infrastructure at 70 sites to increase the longevity of equipment and provide reliable services	Infrastructure	No
Vendor Relationships and contracts	Coordination and management of vendor selections, services, performance and procurement activities for IT services, equipment, and support	Infrastructure	No
Vendor Relationships and contracts	Coordination and management of vendor selections, services, performance and procurement activities for IT services, equipment, and support	Infrastructure	No
Vendor Relationships and contracts	Coordination and management of vendor selections, services, performance and procurement activities for IT services, equipment, and support	Infrastructure	No
Vendor Relationships and contracts	Coordination and management of vendor selections, services, performance and procurement activities for IT services, equipment, and support	Infrastructure	No
Vendor Relationships and contracts	Coordination and management of vendor selections, services, performance and procurement activities for IT services, equipment, and support	Infrastructure	No
Virtual Desktops deployment	Provide, maintain and support the ability to utilize remote secure access to City issued virtual desktops for those in need of additional remote work tools	Infrastructure	No
Virtual Desktops deployment	Provide, maintain and support the ability to utilize remote secure access to City issued virtual desktops for those in need of additional remote work tools	Infrastructure	No
Virtualized Servers, desktops, and storage	Staff maintain infrastructure for 125 virtual servers, 125 virtual desktops, 485 desktops and laptops and data center storage, not including Hosted solutions	Infrastructure	No
Virtualized Servers, desktops, and storage	Staff maintain infrastructure for 125 virtual servers, 125 virtual desktops, 485 desktops and laptops and data center storage, not including Hosted solutions	Infrastructure	No
VPN – remote access service	IT provides and maintains Virtual Private Network (VPN) infrastructure to provide secure mobile connectivity for 280 mobile devices accessing City systems to conform with mandates by FBI/BCA, State of MN, LOGIS and security best practices	Infrastructure	Yes
VPN – remote access service	IT provides and maintains Virtual Private Network (VPN) infrastructure to provide secure mobile connectivity for 280 mobile devices accessing City systems to conform with mandates by FBI/BCA, State of MN, LOGIS and security best practices	Infrastructure	Yes
VueWorks Asset Management Software	Administer, maintain, and train staff on Vueworks for Public Works assets inventory and condition data, work/service orders	Infrastructure	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Supports existing products and services, resolves operational issues, and ensures system connectivity	Delivers business processes and procedures that meet the needs of the organization.	Application Services Analyst
Provides service desk escalated support	Participates in the delivery of excellent information technology service to the organization.	Application Services Manager
Delivers and supports secure systems access through support of security policies, procedures and tools	Provides second tier IT support and assistance through the IT Service desk.	Technical Solutions Specialist
Creates, modifies, manages software integration processes	Delivers business processes and procedures that meet the needs of the organization.	Application Services Analyst
Manages progressive enterprise applications and services aligned to government business function	Develops and implements strategic plans for enterprise application systems in alignment with the organization	Application Services Manager
Ensures enterprise-wide platforms provide protection, backup systems and performance monitoring	Designs, implements and maintains a comprehensive IT environment	IT Architect - Engineer
Assures the reliable and effective operation of the City's core IT systems, infrastructure and services	Develops and oversees all Information Technology activities	IT Director

SERVICE	DESCRIPTION	PRIORITY	REQUIRED
Water Truck fill station application support	WaterPlus fill station application support and management for Public Works Truck fill station	Sustainability	No
Water Truck fill station application support	WaterPlus fill station application support and management for Public Works Truck fill station	Sustainability	No
Water Truck fill station infrastructure	Water fill station infrastructure and automation support at the Water Treatment facility	Infrastructure	No
WaterSmart Utility Customer data portal integration	Ensure daily data integrations from Utility Billing system, AML water meter system work appropriately to provide accurate and timely data to the customers	Community Engagement	No
WaterSmart Utility Customer data portal integration	Ensure daily data integrations from Utility Billing system, AML water meter system work appropriately to provide accurate and timely data to the customers	Community Engagement	No
WIFI Services	Provide centrally managed public and private WIFI services to all staffed facilities, and several public spaces including 10 Parks and community partner locations.	Community Engagement	No
WIFI Services	Provide centrally managed public and private WIFI services to all staffed facilities, and several public spaces including 10 Parks and community partner locations.	Community Engagement	No

PARKS, RECREATION, AND FACILITIES

DETAILED SERVICE INVENTORY

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Prepare and manage the annual budgets for the recreation, facilities, golf course and Ice Center.	Lead the Department in the delivery of all parks, recreation and facilities activities.	Parks Recreation and Facilities Director
Prepare and manage the annual budgets for recreation,golf course and Ice Center.	Administer recreation and facilities policies, budget and communications.	Recreation and Facilities Superintendent
Oversee the selection, training, and evaluation of department staff.	Lead the Department in selection, training and evaluation of all staff	Parks Recreation and Facilities Director
Oversee the selection, training, and evaluation of department staff.		Recreation and Facilities Superintendent
Recreation Programmers, Seasonal recreation staff, Contracted services .	People manager of the following positions:	Recreation Supervisor
Recreation Programmers, Seasonal recreation staff, Contracted services .	People manager of the following positions:	Recreation Programmer
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.	Engage the community in ways that allow the public to understand, influence, and contribute to City initiatives, plans, actions, decisions and processes.	Recreation Programmer
Participate in the preparation of the Capital Improvement Plan on behalf of the Department.	Develop strategic plan to meet the parks and recreation needs of the community and organization.	Parks Recreation and Facilities director
Participate in the preparation of the Capital Improvement Plan on behalf of the Department.	Develop strategic plan to meet the parks and recreation needs of the community and organization.	Parks Recreation and Facilities director
Participate in the preparation of the Capital Improvement Plan on behalf of the Department.	Develop strategic plan to meet the parks and recreation needs of the community and organization.	Parks Recreation and Facilities director
Participate in the preparation of the Capital Improvement Plan on behalf of the Department.	Develop strategic plan to meet the parks and recreation needs of the community and organization.	Parks Recreation and Facilities director
Oversee park planning and development of the Comprehensive Park Plan.	Develop strategic plan to meet the parks and recreation needs of the community and organization.	Parks Recreation and Facilities director
Oversee park planning and development of the Comprehensive Park Plan.	Develop strategic plan to meet the parks and recreation needs of the community and organization.	Parks Recreation and Facilities director
Oversee park planning and development of the Comprehensive Park Plan.	Develop strategic plan to meet the parks and recreation needs of the community and organization.	Parks Recreation and Facilities director
Oversee park planning and development of the Comprehensive Park Plan.	Develop strategic plan to meet the parks and recreation needs of the community and organization.	Parks Recreation and Facilities director

SERVICE	DESCRIPTION	PRIORITY
General Administration	Coordinating department budget, maintaining control of expenditures within budget limitations, recommending service delivery improvements, administering contracts and analyzing staffing, equipment and technology needs.	Sustainability
General Administration	Coordinating department budget, maintaining control of expenditures within budget limitations, recommending service delivery improvements, administering contracts and analyzing staffing, equipment and technology needs.	Sustainability
People Management	Hiring employees, coaching, routine staff check ins, performance reviews, timesheet review	Organizational Culture
People Management	Hiring employees, coaching, routine staff check ins, performance reviews, timesheet review	Organizational Culture
People Management	Hiring employees, coaching, routine staff check ins, performance reviews, timesheet review	Organizational Culture
People Management	Hiring employees, coaching, routine staff check ins, performance reviews, timesheet review	Organizational Culture
Community Engagement	Develop positive relationships with community groups, businesses and residents. Connect with community organizations and activities in a manner that promotes a positive image of the city.	Community Vibrancy
Park Projects	Keeping our parks Research ideas, develop RFPs and project scope, hire consultants, collaborate with departments and primary stakeholders, engage community, select project details, communicate internally and externally, oversee construction, and process invoices	Infrastructure
Facility Projects	Research ideas, develop RFPs and project scope, hire consultants, collaborate with departments and primary stakeholders, engage community, select project details, communicate internally and externally, oversee construction, and process invoices	Infrastructure
Parks CIP	Evaluate existing park conditions, prioritize projects to complete with limited funding, project future expenses, engage community, evaluate needs of the community for the future	Infrastructure
Facility CIP	Evaluate existing facility conditions, prioritize projects to complete with limited funding, project future expenses, engage community, evaluate needs of the community for the future	Infrastructure
Place Making Projects	Hire consultants, organize internal teams, collaborate, engage stakeholders, communicate results to staff, Council and the community, write backgrounds, pay invoices	Infrastructure
Trail Development	Hire consultants, organize internal teams, collaborate, engage stakeholders, communicate results to staff, Council and the community, write backgrounds, pay invoices	Infrastructure
Park Dedication Management	Hire consultant and communicate with similar communities to monitor and update current park dedication fees	Infrastructure
Frameworks Plan	Visit parks, collaborate with other department staff, engage the community, establish timelines, create communications plans and coordinate projects that remove lesser used, inefficient park amenities	Infrastructure

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Serve as a liaison, City representative, and advisor with other government agencies, consultants, developers, commissions and committees to ensure coordination of City programs.	Effectively represent the City with agencies and outside organizations.	Parks Recreation and Facilities director
Serve as a liaison, City representative, and advisor with other government agencies, consultants, developers, commissions and committees to ensure coordination of City programs.	Effectively represent the City with agencies and outside organizations.	Parks Recreation and Facilities director
Contribute to making a difference to help Burnsville to be a great place to live, work and play.	We each use our strengths to create great experiences in our organization and for our community.	Recreation Programmer
Hire qualified recreation programmers, administrative staff, seasonal employees, and contracted services.	Hire, supervise, and evaluate full-time staff and contracted services.	Recreation Supervisor
Foster a customer service approach in implementing recreation and facilities functions.	Assist in leading and developing innovative and imaginative programs to meet the needs of the community.	Recreation and Facilities Superintendent
Develop and maintain strong relationships across the organization.	Provides excellent customer service by building strong relationships with internal and external clients.	Sr. Admin Assistant
Conduct presentations to community organizations, city commissions, staff, and the general public.	Assist in community outreach efforts.	Recreation Supervisor
Plan, develop and evaluate recreational activities and events for residents of all ages that meet the community's needs.	Responsible for the organization and administration of a variety of recreation programs.	Recreation Programmer
Schedules Park facility reservations.	Assists with the administration of the Recreation department.	Sr. Admin Assistant
Develop and maintain strong relationships across the organization.	Provides excellent customer service by building strong relationships with internal and external clients.	Sr. Admin Assistant
Assist in reviewing department programs and facilities and recommend change to programs, procedures and policies that will assure quality recreation programs and facilities that meet the community's needs.	Responsible for the organization and administration of a variety of recreation programs and park projects.	Recreation Supervisor
Serve as a liaison, City representative, and advisor with other government agencies, consultants, developers, commissions and committees to ensure coordination of City programs.	Effectively represent the City with agencies and outside organizations.	Recreation and Facilities Superintendent
Serve as a liaison, City representative, and advisor with other government agencies, consultants, developers, commissions and committees to ensure coordination of City programs.	Effectively represent the City with agencies and outside organizations.	Recreation and Facilities Superintendent

SERVICE	DESCRIPTION	PRIORITY
Community Foundation Memorials	Work with Foundation members and the community to select memorial locations, order memorials, hire contractors to install memorials, replace older memorials, pay invoices, bill foundation for services	Community Engagement
Burnsville Lions Club Liaison	Attend monthly meetings, serve on donations committee, work with City staff to identify opportunities for donations, report on results of donations	Community Engagement
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections.	Community Vibrancy
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections.	Community Vibrancy
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections.	Community Vibrancy
Customer Service	Answer Phone calls, respond to emails, text messages, voicemail follow up, engage walk-in customers with general inquiries, in person during inspections.	Community Vibrancy
Webpage Updates	Collaboration on webpage or website creation for programs, events special projects. Updates to content on department webpages.	Community Engagement
Webpage Updates	Collaboration on webpage or website creation for programs, events special projects. Updates to content on department webpages.	Community Engagement
Webpage Updates	Collaboration on webpage or website creation for programs, events special projects. Updates to content on department webpages.	Community Engagement
Data Requests	Gov QA data requests: includes research, assembly of material, redaction of material as applicable.	Community Engagement
Print and Online Maps	Responsible for populating and updating content for the park and trails maps	Community Vibrancy
Grants	Includes research, writing, administration and monitoring (CBDG)	Sustainability
PNRC Liaison	Work with City staff and Commission members to create annual work plan. Organize monthly meetings, take minutes at meetings. Respond to commissioner questions and requests. Present information to PNRC	Organizational Culture

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Work collaboratively with neighborhood and community groups to understand their needs.	Engage the community in ways that allow the public to understand, influence, and contribute to City initiatives, plans, actions, decisions and processes.	Recreation Programmer
Define the vision for the future of Parks Recreation and Facilities and identify organizational goals and objectives.	Work with the team to review existing conditions and future needs of the organization and the community.	Parks, Recreation and Facilities Director
Provide information on how to prepare and train for emergencies and hazards.	Work with team to review existing emergency preparedness and response plan.	Recreation and Facilities Superintendent
Healthy buildings should have 9 key principles including air quality, dust and pest control, lighting, moisture, noise, safety and security, thermal healthy and ventilation.	Work with team to create a healthy building environment for staff and guests	Parks, Recreation and Facilities Director
Provide information on how to prepare and train for emergencies and hazards.	Work with team to review existing emergency preparedness and response plan.	Parks, Recreation and Facilities Director
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.	We each use our strengths to create great experiences in our organization and for our community.	Recreation Programmer
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.	Engage the community in ways that allow the public to understand, influence, and contribute to City initiatives, plans, actions, decisions and processes.	Recreation Programmer
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.	Engage the community in ways that allow the public to understand, influence, and contribute to City initiatives, plans, actions, decisions and processes.	Recreation Programmer
Plan, develop and evaluate recreational activities and events for residents of all ages that meet the community's needs.	Responsible for the organization and administration of a variety of recreation programs.	Recreation Programmer
Recruit quality seasonal staff as an essential piece to the success of our programs.	Hire, supervise and evaluate seasonal staff and contracted services.	Recreation Programmer
Performance reviews provide a structured format to discuss a team members aspirations, strengths and weaknesses.	Have on going conversations weekly and annually to identify opportunities for professional growth and align with career and organizational needs	Parks Recreation and Facilities Director
Plan, direct, and supervise long-range and daily recreation and facilities activities.	Lead a team of staff in the implementation of recreation and facility services.	Recreation and Facilities Superintendent
Hire qualified recreation programmers, administrative staff, seasonal employees, and contracted services.	Hire, supervise, and evaluate full-time staff and contracted services.	Recreation Supervisor
Council backgrounds provides council and the community with information on an item including action items, backgrounds, budget implications and staff recommendation.	Work with executive team to place items on future meetings, write council weekly information, check-ins, affirm with finance and review at agenda team meeting.	Parks Recreation and Facilities Director
Prepare and manage the annual budgets for recreation and facilities.	Administer recreation and facilities policies, budget and communications.	Recreation and Facilities Superintendent

SERVICE	DESCRIPTION	PRIORITY
Community Engagement	Representation at city events and pop up events networking/meeting setup.	Community Vibrancy
Strategic Planning	Proactively encourage economic development by developing strategies for attracting and retaining businesses including implementing and updating the Economic Development Strategic Plan.	Community Engagement
Strategic Planning	Creation of content for Marketing and Communications Plan	Community Vibrancy
BWELL	Developed, designed and implemented the BWell Healthy Buildings Standards. These standards provide a roadmap to achieving health, wellness, productivity and sustainability goals that will optimize building occupant health and productivity through targeted management practices and improvements to workplace design and policies and plans	Safety
Emergency Preparation	Developed a tornado shelter area and installed signage for City Hall and	Safety
Internal Committee representation	Inclusion and Belonging, GIS, Safety, Insurance, Sustainability, Wellness, Employee Engagement Champions, Culture Team.	Organizational Culture
Outside partnerships	Active collaboration and communication with SORR, ISD191 staff and YMCA on ways to partner or compliment services	Community Engagement
Community Engagement	Speaking engagements as requested at schools, apartments, business groups, civic groups	Community Engagement
Software systems administration	Administration of Rec Trac software: Vendor meetings, admin collaboration, training, coordination of uploaded documents, customer service (assisting with navigation).	
Hire new employees	Coordinate hiring new staff with HR	Organizational Culture
Employee reviews	Provide regular feedback to staff and conduct annual reviews	Organizational Culture
Employee reviews	Provide regular feedback to staff and conduct annual reviews	Organizational Culture
Employee reviews	Provide regular feedback to staff and conduct annual reviews	Organizational Culture
Council Backgrounds	Prepare backgrounds and research items for Council agenda items	
Council Backgrounds	Prepare backgrounds and research items for Council agenda items	

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Hire qualified recreation programmers, administrative staff, seasonal employees, and contracted services.	Hire, supervise, and evaluate full-time staff and contracted services.	Recreation Supervisor
Conduct presentations to community organizations, city commissions, staff, and the general public.	Assist in community outreach efforts.	Recreation Supervisor
Recruit quality seasonal staff as an essential piece to the success of our programs.	Hire, supervise and evaluate seasonal staff and contracted services.	Recreation Programmer
Hire qualified recreation programmers, administrative staff, seasonal employees, and contracted services.	Hire, supervise, and evaluate full-time staff and contracted services.	Recreation Supervisor
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.	We each use our strengths to create great experiences in our organization and for our community.	Recreation Programmer
Develop and maintain strong relationships across the organization.	Provides excellent customer service by building strong relationships with internal and external clients.	Sr. Admin Assistant
Hire qualified recreation programmers, administrative staff, seasonal employees, and contracted services.	Hire, supervise, and evaluate full-time staff and contracted services.	Recreation Supervisor
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.	We each use our strengths to create great experiences in our organization and for our community.	Recreation Programmer
Develop and maintain strong relationships across the organization.	Provides excellent customer service by building strong relationships with internal and external clients.	Sr. Admin Assistant
Foster a customer service approach in implementing recreation and facilities functions.	Assist in leading and developing innovative and imaginative programs to meet the needs of the community.	Recreation and Facilities Superintendent
Work collaboratively with neighborhood and community groups to understand their needs.	Engage the community in ways that allow the public to understand, influence, and contribute to City initiatives, plans, actions, decisions and processes.	Recreation and Facilities Superintendent
Carry out a wide range of tasks related to facility lease management including renewals, relocations and adjustments.	Work with staff to manage lease scenarios, mitigate risk and stay compliant.	Parks, Recreation and Facilities Director
Prepare and manage the annual budgets for recreation and facilities.	Administer recreation and facilities policies, budget and communications.	Recreation and Facilities Superintendent
Serve as a liaison, City representative, and advisor with other government agencies, consultants, developers, commissions and committees to ensure coordination of City programs.	Effectively represent the City with agencies and outside organizations.	Recreation and Facilities Superintendent
Work collaboratively with neighborhood and community groups to understand their needs.	Engage the community in ways that allow the public to understand, influence, and contribute to City initiatives, plans, actions, decisions and processes.	Recreation and Facilities Superintendent

SERVICE	DESCRIPTION	PRIORITY
Council Backgrounds	Prepare backgrounds and research items for Council agenda items	
Public Education	Prepare articles for Burnsville Bulletin regarding events, programs and initiatives.	Community Engagement
Public Education	Prepare articles for Burnsville Bulletin regarding events, programs and initiatives.	Community Engagement
In Person services	Greet, educate and inform customer, take registrations and reservations, collect fees, issue permits	Community Engagement
In Person services	Greet, educate and inform customer, take registrations and reservations, collect fees, issue permits	Community Engagement
In Person services	Greet, educate and inform customer, take registrations and reservations, collect fees, issue permits	Community Engagement
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement
Greet, educate and inform customer	Face to face, online email/text/message and phone	Community Engagement
Citizen Park Requests	Work with residents to accommodate special requests, unique park uses, special programming needs for a neighborhood, or access to facility.	Infrastructure
Citizen Park Complaints	Work with residents to problem solve issues in parks such as unauthorized use, park encroachment concerns, misuse of land or facilities.	Infrastructure
Facility Lease Agreements	Work with user groups on space needs, contracts, including Alimagnet concessions, Neill Building, Old Maintenance Facility – BHC, Catalyst Music, ISD 191, Chameleon. Create and manage lease agreements	Infrastructure
ADA Master Plan	Work with consultants to identify opportunities to improve accessibility in the park system	Infrastructure
CDBG	Quarterly work with ISD 191 to present their information on the BYC to Dakota County CDA. Process quarterly reimbursements to ISD191 and request reimbursement back from CDA	Community Vibrancy
Special Event Requests and Reservations	Work with outside user groups that are wanting to host a special event in a Burnsville Park; such as 5k run, car show or concert. Coordinate City Services to ensure a positive experience	Community Engagement

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Work collaboratively with neighborhood and community groups to understand their needs.	Engage the community in ways that allow the public to understand, influence, and contribute to City initiatives, plans, actions, decisions and processes.	Recreation and Facilities Superintendent
Work collaboratively with neighborhood and community groups to understand their needs.	Engage the community in ways that allow the public to understand, influence, and contribute to City initiatives, plans, actions, decisions and processes.	Recreation and Facilities Superintendent
Plan, develop and evaluate recreational activities and events for residents of all ages that meet the community's needs.	Responsible for the organization and administration of a variety of recreation programs.	Recreation Programmer
Participation in a comprehensive leadership conference that features opportunities for members to learn, lead and share personal growth and professional development experiences.	Participate in annual state conference sessions.	Parks, Recreation and Facilities Director
Serve as a liaison, City representative, and advisor with other government agencies, consultants, developers, commissions and committees to ensure coordination of City programs.	Effectively represent the City with agencies and outside organizations.	Recreation and Facilities Superintendent
Plan, develop and evaluate recreational activities and events for residents of all ages that meet the community's needs.	Responsible for the organization and administration of a variety of recreation programs.	Recreation Programmer
Serve as a City liaison to various user groups, associations, and non-profit organizations.	Assist in community outreach efforts.	Recreation Supervisor
Plan, direct, and supervise long-range and daily recreation and facilities activities.	Lead a team of staff in the implementation of recreation and facility services.	Recreation and Facilities Superintendent
Plan, direct, and supervise long-range and daily recreation and facilities activities.	Lead a team of staff in the implementation of recreation and facility services.	Recreation and Facilities Superintendent
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.	Engage the community in ways that allow the public to understand, influence, and contribute to City initiatives, plans, actions, decisions and processes.	Recreation Programmer
Plan, develop and evaluate recreational activities and events for residents of all ages that meet the community's needs.	Responsible for the organization and administration of a variety of recreation programs.	Recreation Programmer
Recruit quality seasonal staff as an essential piece to the success of our programs.	Hire, supervise and evaluate seasonal staff and contracted services.	Recreation Programmer
Plan, develop and evaluate recreational activities and events for residents of all ages that meet the community's needs.	Responsible for the organization and administration of a variety of recreation programs.	Recreation Programmer

SERVICE	DESCRIPTION	PRIORITY
Legacy Event Liaison	Coordinate City Services for Legacy Events that have been identified by Council as an asset to the City. These events are the Festival & Fire Muster, Jazz Festival, International Festival, and the Heart of the City Race. Includes the coordination of items such as road closures, fencing, Police and Fire presence, park use, electrical power, amplified sound, parades, race routes. Work with group is written into Policy	Community Engagement
Party on the Plaza	Lead city staff through creating and managing 3 – 1-day special events with food vendors, craft vendors, kids play area, and live music.	Community Engagement
MRPA Equity & Inclusion	Attend ongoing training opportunities offered by the Minnesota Recreation and Park Association	Organizational Culture
MRPA Annual Conference	Attend State conference related to on Park and Recreation issues, trends and happenings.	Organizational Culture
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MRPA Annual Conference	Attend State conference related to on Park and Recreation issues, trends and happenings.	Organizational Culture
Bi-Annual Programming discussion	Work with Recreation Programming staff to identify new, unique and ongoing programs that should be offered to the community.	Organizational Culture
Annual Department Retreat	Work with Recreation, Ice Center and Birnamwood staff to evaluate programs, health of the department and individual strengths. Adjust areas of responsibilities and offerings to capture the latest trends and\or meet the needs of the community.	Organizational Culture
Equity and Inclusion	Evaluate programs and events for opportunities to improve equity and inclusion	Organizational Culture
Music and Water Features at Nicollet Commons Park	Curate and select appropriate ambient music to play over the loudspeakers at Nicollet Commons Park during the day. Set sequence for water and lighting functions in the park	Community Vibrancy
Warming Houses	Hire seasonal employees to work at a variety of our 11 Ice Rink Warming houses during the winter months. Create a warming house schedule and coordinate light timers for warming houses that are unstaffed.	Community Vibrancy
Community Gardens	Take registrations, assign gardening spots, and serve as the liaison for 150+ Community Gardeners in the three City of Burnsville Community Gardens. Gardens are located at Neill, Wolk and Crosstown East	Sustainability

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Recruit quality seasonal staff as an essential piece to the success of our programs.	Hire, supervise and evaluate seasonal staff and contracted services.	Recreation Programmer
Plan, develop and evaluate recreational activities and events for residents of all ages that meet the community's needs.	Responsible for the organization and administration of a variety of recreation programs.	Recreation Programmer
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Serve as a City liaison to various user groups, associations, and non-profit organizations.	Assist in community outreach efforts.	Recreation Supervisor
Work collaboratively with neighborhood and community groups to understand their needs.	Engage the community in ways that allow the public to understand, influence, and contribute to City initiatives, plans, actions, decisions and processes.	Recreation and Facilities Superintendent
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Serve as a City liaison to various user groups, associations, and non-profit organizations.	Assist in community outreach efforts.	Recreation Supervisor

SERVICE	DESCRIPTION	PRIORITY
Market Garden	Supervise the Market Garden Supervisor and 6-8 high school aged interns in the Market Garden, a large garden in Civic Center Park that grows hundreds of pounds of produce each year to donate to food shelves.	Sustainability
Fire Muster Pickleball Tournament	Consult with players to create a bracket, advertise event, and take registrations for a 3-day community Pickleball Tournament with 50+ players during the Fire Muster Weekend. Serve as the Tournament Director host on the weekend of the event.	Community Engagement
Contracted Fitness Programs	Collaborate with ISD 191 to offer a variety of yoga, strength, and other fitness programs at Burnsville City Parks during the summer months. Offer a variety of Beginner, Intermediate, and Advanced Pickleball Lessons Group Classes to Pickleball Players. Work with current Pickleball players to advertise, recruit, and register new Pickleball players.	Community Engagement
Arts & Entertainment	Select movies, secure viewing licenses, reserve space, and contract with vendors for 5-7 free community movie viewing nights at Nicollet Commons Park for Flicks on the Bricks. Book entertainment, secure sound systems, and contract with vendors to provide musical entertainment at Nicollet Commons Park for 5-7 free music nights that are designed for families with young children for Friday night Boogie. Book entertainment, secure sound systems, and contract with vendors to provide musical entertainment at Nicollet Commons Park for 7-9 summer afternoon entertainment hours for toddlers and their parents. Select movies, secure viewing licenses, contract with vendors, and provide systematic registration and parking procedures for 3 free Community Drive in Movie Nights.	Community Engagement
Community Events & Gatherings	Book entertainment, secure sound systems, and contract with vendors to provide musical entertainment at Nicollet Commons Park for 3 large-scale summer festival events. Collaborate with PACK (People of Alimagnet Caring for K9s) to run a “Howl-o-Ween” event for dogs and their humans. Gather local pet-themed prizes, serve as a dog costume contest judge, set up a spooky walk, reserve food trucks, and serve as the event director for this event with 300+ people and dogs.	Community Engagement
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Contracted Youth Sports Programs	Reserve space, create schedules, register participants, and collaborate with Skyhawks Sports to offer multiple youth sports programs every summer, including Baseball, T Ball, Football, Multi-Sport, Soccer, Track & Field, Volleyball, and Tennis.	Community Engagement
Contracted Family Programming	Reserve space, create schedules, register participants, and collaborate with Minnesota Trout Unlimited to offer both youth and family spin fishing classes. Collaborate with the Burnhaven Library to offer “Storytrails” programs, where families with young children can walk through a Burnsville park and read giant picture books with their kids.	Community Engagement
Minnesota Best	Solicit submissions and curate winners for an Annual “Minnesota Best” anthology, which includes a curated list of new, innovative, and successful recreation program offerings from municipalities around the state.	Community Engagement
SORR Programming	Collaborate with other “South of the River” city recreation departments to offer collaborative recreation programs for residents of all SORR cities.	Community Engagement

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.	Engage the community in ways that allow the public to understand, influence, and contribute to City initiatives, plans, actions, decisions and processes.	Recreation Programmer
Recruit quality seasonal staff as an essential piece to the success of our programs.	Hire, supervise and evaluate seasonal staff and contracted services.	Recreation Programmer
Plan, develop and evaluate recreational activities and events for residents of all ages that meet the community's needs.	Responsible for the organization and administration of a variety of recreation programs.	Recreation Programmer
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Work collaboratively with neighborhood and community groups to understand their needs.	Engage the community in ways that allow the public to understand, influence, and contribute to City initiatives, plans, actions, decisions and processes.	Recreation and Facilities Superintendent
Plan, develop and evaluate recreational activities and events for residents of all ages that meet the community's needs.	Responsible for the organization and administration of a variety of recreation programs.	Recreation Programmer
Hire qualified recreation programmers, administrative staff, seasonal employees, and contracted services.	Hire, supervise, and evaluate full-time staff and contracted services.	Recreation Supervisor
Assist in reviewing department programs and facilities and recommend change to programs, procedures and policies that will assure quality recreation programs and facilities that meet the community's needs.	Responsible for the organization and administration of a variety of recreation programs and park projects.	Recreation Supervisor

SERVICE	DESCRIPTION	PRIORITY
SORR Programming	Collaborate with other “South of the River” city recreation departments to offer collaborative recreation programs for residents of all SORR cities.	Community Engagement
Pickleball Volunteers	Recruit, train, and supervise a group of 6-8 “Pickleball Volunteers” to help be the eyes and ears of Burnsville Recreation at the Red Oak Pickleball Courts. Field questions and comments from local Pickleball players about their needs and experiences at Red Oak Park.	Organizational Culture
Adult Tennis Lessons	Both daytime and evening tennis lessons are offered to adults 18 and up. Adult tennis lessons are in partnership with USTA Northern. I work closely with the instructors that are provided by USTA Northern, I reserve the court space, set up registrations, and communicate program details and updates to registered participants.	Community engagement
Warming House/ Ski Chalet Management	Responsible for staffing the outdoor ice rinks and ski chalet during the winter months, December-February. Also, responsible for communicating ice and ski trail conditions with users. I work closely with our Parks Department to make sure ice and ski trail updates are available to users.	Community engagement
Event Sponsorship Program (Flicks on the Bricks, Thursday Rockin’ Lunch Hour, Party on the Plaza)	In charge of reaching out to local businesses and organizations to help sponsor some of our popular community events that take place at Nicollet Commons Park and other locations. Work closely with all event sponsors to make sure they have what they need and communicate all details of what we offer within the City’s sponsorship program. Make sure the appropriate forms are completed and collect any sponsorship money associated with sponsorship.	Community engagement
Special Events	Responsible for planning and implementing various special events. Events that are consistently offered are Halloween Fest, Run Now, Gobble Later 5K Race, Egg-Cellent Spring Adventure, Winter Polar Fest, and Skate With Santa. For all events, I am Responsible for setting up event registrations for events that require a fee to participate, finding staff to help run the events, and reaching out to local businesses for sponsorship opportunities.	Community engagement
Special Events	Responsible for planning and implementing various special events. Events that are consistently offered are Halloween Fest, Run Now, Gobble Later 5K Race, Egg-Cellent Spring Adventure, Winter Polar Fest, and Skate With Santa. For all events, I am Responsible for setting up event registrations for events that require a fee to participate, finding staff to help run the events, and reaching out to local businesses for sponsorship opportunities.	Community engagement
Kids To Parks Trail Day	Kids To Parks Day is celebrated during the month of May. It is a national day of outdoor play. The day connects kids and families with their local, state, and national parks and public lands. Burnsville organized a trail day event for kids and families. The trail day event is free and consists of a scavenger hunt along the trails of Terrace Oaks West Park. The Recreation Department collaborated with the Natural Resources Department to create informational stations spread out along the trails for families to learn about our environment while also engaging in a nature-based scavenger hunt.	Community engagement
Umpire Services contract	Umpire services are needed for our adult softball program. Every three years, we go through the RFP process to receive quotes from qualified associations. After selecting the appropriate group that aligns with our fiscal and program goals, we draw up a contract that will govern the relationship for the identified time period.	Community engagement
Park entry sign project	The City began replacing our old park entry signs in 2016 to provide the parks with a needed upgrade to the entrance to the parks. This process involved identifying which parks will be completed each year, where the most feasible place for the sign(s) is, what the sign should say, and how big the sign should be. This involves working with a manufacturer contractor and a landscape and install contractor to ensure high quality of signs – Can this be removed?	Community engagement

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Assist in reviewing department programs and facilities and recommend change to programs, procedures and policies that will assure quality recreation programs and facilities that meet the community's needs.	Responsible for the organization and administration of a variety of recreation programs and park projects.	Recreation Supervisor
Hire qualified recreation programmers, administrative staff, seasonal employees, and contracted services.	Hire, supervise, and evaluate full-time staff and contracted services.	Recreation Supervisor
Assist in reviewing department programs and facilities and recommend change to programs, procedures and policies that will assure quality recreation programs and facilities that meet the community's needs.	Responsible for the organization and administration of a variety of recreation programs and park projects.	Recreation Supervisor
Assist in reviewing department programs and facilities and recommend change to programs, procedures and policies that will assure quality recreation programs and facilities that meet the community's needs.	Responsible for the organization and administration of a variety of recreation programs and park projects.	Recreation Supervisor
Serve as a City liaison to various user groups, associations, and non-profit organizations.	Assist in community outreach efforts.	Recreation Supervisor
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SERVICE	DESCRIPTION	PRIORITY
Maintaining Adopt-a-Park signage	Each of our parks and the corresponding park entry signs have the ability to be adopted by a family, organization, business, etc. We monitor the current list of adopters, change out any new adopters and make panel inserts to show our thanks to those who adopt parks. These inserts are interchangeable and can be sign on the park entry sign	Community engagement
Portable toilets contract and scheduling	Every two years, we need to receive quotes through an RFP process for portable toilet services in our parks. After receiving quotes, we develop a contract with the service company to ensure our parks are receiving the necessary servicing that our constituents demand. Paying monthly invoices, communicating any issues, special orders for events	Community engagement
Adult athletic leagues	The City offers a variety of adult athletics leagues throughout each season of the year. In the Spring and Summer, we offer the following leagues: Men's Softball, Women's Softball, Co-Rec Softball, Co-Rec Sand Volleyball, In-House Bean Bags and Traveling Bean Bags. In the Fall, we offer the following leagues: Men's Softball, Women's Softball, Co-Rec Softball, Co-Rec Sand Volleyball and In-House Bean Bags. In the Winter, we offer the following leagues: Winter Softball, Men's Broomball, Co-Rec Broomball, Indoor Bean Bags and Indoor Co-Rec Volleyball. Our adult softball program is the largest USSSA-sanctioned league in the State of Minnesota.	Community engagement
	Managing league operations, including registrations, scheduling, facility reservations, updates, conflict resolution, and marketing.	
Collaborative adult athletic leagues (SORR)	Burnsville collaborates with six other surrounding communities (Apple Valley, Farmington, Savage, Lakeville, Rosemount and Eagan) to offer various programs and leagues for the broader audiences. Leagues that we offer together include: Traveling Bean Bags, Co-Rec Soccer, Ultimate Frisbee, Co-Rec Bocce Ball and Co-Rec Kickball	Community engagement
City liaison to various community groups	Serve as the city liaison to the following groups: BAC, BVU, VAA, LAA, PACK, Burnsville Softball Council, Disc Golf Volunteer Group, Cricket groups. Attend meetings, serve as the city contact and relay any appropriate updates to the groups as it pertains to them	Community engagement
Youth field scheduling	Work with a wide variety of youth associations to provide and schedule field space for both practices and games for baseball, softball, soccer, lacrosse, football and cricket. Schedule field use of 58 baseball/softball fields, 40 soccer fields, 9 football sites, 3 lacrosse fields and 2 cricket sites. Along with scheduling of the facilities, there are always maintenance needs and requests that come in that require servicing and resolving in a timely manner. These fields and complexes have scheduled use on them 6-7 nights of the week and host a variety of different user groups. Throughout the 2021 season, there was a total revenue of \$16,757 from the rental of baseball and softball fields from outside groups alone. Each season, our local youth associations pay an enhanced service fee of \$11,238	Community engagement
Adult field scheduling	Work with a number of adult leagues and teams to provide and schedule field space for both practices and games for baseball, softball and soccer. Alimagnet fields 1-2 (Rich Vanderlaan and Bob Bunnell fields) as well as Sue Fischer field 5 serve as the primary locations for adult baseball field use. The primary user groups for adult baseball fields include the Bobcats, Twin Cities Adult Baseball league and Bulldogs adult baseball teams. Rose Park, Alimagnet Park, Paha Sapa Park and Wolk Park serve as the primary soccer field rental locations. These fields are used on average 5 nights per week and provide recreational opportunities to thousands of people each year. Throughout the 2021 season, there was a total revenue of \$16,757 from the rental of baseball and softball fields from outside groups alone, and an additional \$9,101 of revenue from outside soccer field rentals	Community engagement

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Serve as a City liaison to various user groups, associations, and non-profit organizations.	Assist in community outreach efforts.	Recreation Supervisor
Encourage program participation from diverse demographics.	Assist in community outreach efforts.	Recreation Supervisor
Coordinate food vending options at events and in the parks.	Hire, supervise, and evaluate full-time staff and contracted services.	Recreation Supervisor
Serve as a City liaison to various user groups, associations, and non-profit organizations.	Assist in community outreach efforts.	Recreation Supervisor
Serve as a City liaison to various user groups, associations, and non-profit organizations.	Assist in community outreach efforts.	Recreation Supervisor
Encourage program participation from diverse demographics.	Assist in community outreach efforts.	Recreation Supervisor
Assist in reviewing department programs and facilities and recommend change to programs, procedures and policies that will assure quality recreation programs and facilities that meet the community's needs.	Responsible for the organization and administration of a variety of recreation programs and park projects.	Recreation Supervisor
Coordinate and recommend staff training.	Lead the Department in the delivery of all parks, recreation and facilities activities.	Parks, Recreation, and Facilities Director
Propose, monitor, and maintain sound department practices and procedures.	Lead the Department in the delivery of all parks, recreation and facilities activities.	Parks, Recreation, and Facilities Director
Evaluate ongoing job assignments, programs, and operations to identify potential improvements.	Lead the Department in the delivery of all parks, recreation and facilities activities.	Parks, Recreation, and Facilities Director
Oversee park planning and development of the Comprehensive Park Plan.	Develop strategic plan to meet the parks and recreation needs of the community and organization.	Parks, Recreation, and Facilities Director

SERVICE	DESCRIPTION	PRIORITY
Independent field scheduling	Our facilities serve as host sites for various independent field users. We work with them to schedule their games at our sites and provide any necessary maintenance duties. Groups include: MVP Cricket, Bulldogs, Bobcats, One-Pitch Softball League, La Liga Centario Soccer, disc golf league and more. Analyzing use of all fields to determine future plans. This includes evaluating which fields are being utilized, which are being underutilized and what the wants/needs of the community are. Also involves analyzing trends to find out what's popular now and into the future. We serve host to a primary cricket organization and provide field space for this growing group to be able to host games, youth camps, clinics and practices. As part of this, we are beginning the process to install a new cricket pitch within our parks system	Community engagement
Special Events	Events involved with include: Yappy Hour, Winter Golf, Run Now Gobble Later 5K & Fun Run, Fire Muster Pickleball Tournament, Polar Fest, Party on the Plaza, Medallion Hunt, Dog Days of Summer. Tasks involved: scheduling food vendors, soliciting vendors and sponsors, logistical needs, marketing, communication, staffing, working with Parks Maintenance, evaluation	Community engagement
Mobile food vendor scheduling and organization	Serve as the City contact for any mobile food vendors wishing to operate within our parks system. Provide necessary materials to help them through the application process. Schedule a variety of food vendors for our programs and special events and work with them on logistical needs for each program / event	Community engagement
Adult tournament scheduling	Throughout the spring, summer and fall seasons, we host a variety of adult tournaments at our facilities. This includes adult baseball, adult softball and adult soccer tournaments. As part of these tournaments, we work with them to reserve the fields, handle any maintenance requests we can accommodate, provide necessary services to ensure their experience is a quality one and go through the billing process.	Community engagement
Youth tournament scheduling	Throughout the spring, summer and fall seasons, we work with a large number of community groups to host a variety of youth tournaments at our facilities. This includes baseball, softball, lacrosse and soccer tournaments. As part of these tournaments, we work with them to reserve the fields, handle any maintenance requests we can accommodate, provide necessary services to ensure their experience is a quality one and go through the billing process. Having strong communication with each of the users serves as high quality customer service and keep them coming back to our facilities each year	Community engagement
City-sponsored tournaments	As part of our City offerings, we organize a minimum of two adult softball tournaments each year. One is the Spring Early Bird and the other is the Fall Classic. These are in collaboration with the Burnsville Softball Council and allow us to offer tournaments that we may not be able to on our own. These tournaments bring in participants from all over the metro into the Burnsville area	Community engagement
Maintenance requests for fields	Throughout the year, there are various requests that come in from user groups that utilize the fields in our parks system. These range from safety hazards, to field improvements to proactive planning to avoid potential issues or injury. Communicate with Parks Maintenance to address issues in a timely manner and communicate with user groups on any affect to their use	Community engagement
Training	Coordinate and recommend staff training.	Community engagement
Operations	Propose, monitor, and maintain sound department practices and procedures.	Community engagement
Operations	Evaluate ongoing job assignments, programs, and operations to identify potential improvements.	Community engagement
Operations	Develop strategic plan to meet the parks and recreation needs of the community and organization.	Community engagement

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Prepare and manage the annual budgets for recreation, facilities, golf course and Ice Center.	Oversee the operations of City and recreation facilities	Parks, Recreation, and Facilities Director
Serve as a liaison, City representative, and advisor with other government agencies, consultants, developers, commissions and committees to ensure coordination of City programs.	Effectively represent the City with agencies and outside organizations.	Parks, Recreation, and Facilities Director
Work collaboratively with neighborhood and community groups to understand their needs.	Administer recreation and facilities policies, budget and communications.	Recreation Facilities Manager
Maintain high quality ice surface by inspecting ice for thickness and temperature, flooding ice, and operating ice resurfacing equipment.	Oversees the Ice Center operations	Ice Center Maintenance Supervisor
Ensures that preventative maintenance schedules are followed consistently, and problem areas are anticipated.	Oversees the Ice Center operations	Ice Center Maintenance Supervisor
Ensures that preventative maintenance schedules are followed consistently, and problem areas are anticipated.	Oversees the Ice Center operations	Ice Center Maintenance Supervisor
Manage the physical operation of the Ice Center as a working supervisor on evenings and weekends to ensure the smooth-running of the Ice Center.	Oversees the Ice Center operations	Ice Center Maintenance II
Hiring, training, supervision, evaluation and scheduling of LTS Instructors and seasonal Concession Stand staff to ensure effective and efficient service levels are provided to users.	Hiring, Training and Supervision	Skate School Coordinator
Work collaboratively with neighborhood and community groups to understand their needs.	Oversees the Ice Center operations	Recreation Facilities Manager
Develops and maintains strong communication between the community, vendors and staff.	Oversees the Ice Center operations	Recreation Facilities Manager
Develops and manages special projects.	Oversees safe and effective daily facilities operation and special events.	Recreation Facilities Manager
Develop and maintain strong communication ties between users, potential users, staff, vendors and other City departments.	Hiring, Training and Supervision	Skate School Coordinator
Develops and maintains strong communication between the community, vendors and staff.	Cultivates and develops relationships with Ice Center users, vendors, staff and the community.	Recreation Facilities Manager
Develops and manages special projects.	Cultivates and develops relationships with Ice Center users, vendors, staff and the community.	Recreation Facilities Manager
Develop, and administer custodial policies, practices and procedures. Perform a variety of custodial work as needed	Supervise the cleaning and utilization of designated City buildings and grounds	Facilities Supervisor

SERVICE	DESCRIPTION	PRIORITY
Operations	Oversee the operations of City and recreation facilities	
Operations	Effectively represent the City with agencies and outside organizations.	Yes
Skate park	Research ideas, hold public meetings, develop RFPs and project scope, hire consultants, collaborate with departments and primary stakeholders, engage community, select project details, communicate internally and externally, oversee construction, and process invoices	Infrastructure
Ice Sheets	Visually inspect ice surfaces, edge ice, level ice daily, flood as necessary, resurface on the daily schedule, paint lines, keep ice depth between 1" and 1 1/2"	Infrastructure
Rink Glass	Visually inspect each piece of tempered glass on each rink daily, inspect and adjust each glass clip daily, clean glass inside and outside of rink	Infrastructure
Dasher Boards	Visually inspect each panel of dasher board on both rinks, check for screws that need attention or replacement daily, check and repair outside panels of boards as necessary, clean boards and ads on a regular basis	Infrastructure
General Maintenance	Provide maintenance of the entire facility, ice resurfer, batteries, compressors, Ammonia sensor, Heating and Cooling pumps, Variable Speed Drive Motors, Boilers, Hot Water Heater, HVAC units, Dehumidification Units, ERV Units, lights, motion sensors, general plumbing, painting, replacing or repairing damages	Infrastructure
Concession Stand Operations	Operate the City's Concession Stands at the Ice Center, Lac Lavon Softball Complex and Crystal Lake Beach to provide a service to the community, order products, hire staff, train staff, inventory of products, research new products, set pricing, prepare menus	Community Engagement
Advertising	Solicit businesses with emails, phone calls, literature to encourage them to advertise at the Ice Center. Work in partnership with advertising agency to provide services to us to help fill all our advertising spaces, create ads, install ads and remove ads	Infrastructure
Booking Ice time	Work with Legacy and non-Legacy users to book ice time for their needs, take phone calls, emails from perspective users, book all City programs, book special events, create contracts, ice time listings for customers, produce invoices, receive and process payments, email receipts when necessary	Community Engagement
Ice Center Adult Leagues	Offer adult hockey and curling leagues that meet the needs of the community	Community Engagement
Ice Center Programs	Offer Learn to Skate, Learn to Speed Skate, Developmental Hockey, Stick and Puck, Public Skating and Curling programs for all ages that serve our community and surrounding communities	Community Engagement
School District Curriculum	Work with local schools and school districts to provide access to the Ice Center that allows students to accomplish course curriculum or extracurricular activities and class field trips	Community Engagement
Beverage Contract	Research companies, develop RFP and contract scope, collaborate with departments and primary stakeholders, communicate externally, review proposals, select proposal, prepare contract terms, oversee the contract during its term, send invoices annually	Community Engagement
CJIS	Both Facility Staff members have gone through the CJIS Security Awareness Training and have to retake the training every two years. This training allows us to work in PD and Fire Stations	Safety

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Supervise, hire, schedule and evaluate custodial staff. Supervise the work on contractors cleaning City facilities. Train custodial staff in effective and efficient work methods	Lead a team of custodial staff in the cleaning and maintenance of City facilities.	Facilities Supervisor
Supervise, hire, schedule and evaluate custodial staff. Supervise the work on contractors cleaning City facilities. Train custodial staff in effective and efficient work methods	Lead a team of custodial staff in the cleaning and maintenance of City facilities.	Facilities Supervisor
Develop, and administer custodial policies, practices and procedures. Perform a variety of custodial work as needed	Supervise the cleaning and utilization of designated City buildings and grounds	Facilities Supervisor
Develop, and administer custodial policies, practices and procedures. Perform a variety of custodial work as needed	Supervise the cleaning and utilization of designated City buildings and grounds	Facilities Supervisor
Develop, and administer custodial policies, practices and procedures. Perform a variety of custodial work as needed	Supervise the cleaning and utilization of designated City buildings and grounds	Facilities Supervisor
Develop, and administer custodial policies, practices and procedures. Perform a variety of custodial work as needed	Supervise the cleaning and utilization of designated City buildings and grounds	Facilities Supervisor
Lead a team of custodial staff in the cleaning and maintenance of City facilities.	Assists in preparation of annual budget for maintenance operations. Procures and maintains necessary supplies and equipment for the operation of City Hall and other facilities. Oversees care and safe use of equipment and materials. Maintains comprehensive records of custodial equipment costs. Research and recommend program changes and purchase of new or replacement equipment.	Facilities Supervisor
Develop, and administer custodial policies, practices and procedures. Perform a variety of custodial work as needed	Supervise the cleaning and utilization of designated City buildings and grounds	Facilities Supervisor
Lead a team of custodial staff in the cleaning and maintenance of City facilities.	Assists in preparation of annual budget for maintenance operations. Procures and maintains necessary supplies and equipment for the operation of City Hall and other facilities. Oversees care and safe use of equipment and materials. Maintains comprehensive records of custodial equipment costs. Research and recommend program changes and purchase of new or replacement equipment.	Facilities Supervisor
Develop, and administer custodial policies, practices and procedures. Perform a variety of custodial work as needed	Supervise the cleaning and utilization of designated City buildings and grounds	Facilities Supervisor

SERVICE	DESCRIPTION	PRIORITY
Security	Facilities staff has to escort and stay with contractors working in PD the entire time that they are working on the project if they have not had CJIS Training	Safety
Facility Maintenance	Keep up to date Personal Boiler Licenses to maintain and preform daily inspections of the boilers at City Hall and Fire Station 1	Safety
Facility Maintenance	Perform daily checks on boiler	Infrastructure
Facility Maintenance	Inventory, monitor and order all cleaning and paper supplies	Safety
Facility Maintenance	Responsible for removal of snow from parking lots and sidewalks at City Hall, PD, and the Civic Center Maintenance Building	Infrastructure
Facility Maintenance	Responsible for the salting of sidewalks at City Hall, PD and the Civic Center Maintenance Building during slippery conditions.	Infrastructure
Facility Maintenance	Order environmentally friendly cleaning products when available.	Sustainability
Facility Maintenance	Use City Camera system to monitor City Buildings	Safety
Facility Maintenance	Reduced hazardous chemical use by purchasing more environmentally friendly equipment and products	Sustainability
Facility Maintenance	Maintain, repair, and order all janitorial cleaning equipment for City buildings	Safety

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Work collaboratively with neighborhood and community groups to understand their needs. Seek to understand community perspectives as it relates to existing programs, activities and events. Enlist a variety of avenues that allows the community to share requests, inquiries, complaints and input.	Engage the community in ways that allow the public to understand, influence and contribute to City initiatives, plans, actions, decisions and processes.	Facilities Supervisor
Work collaboratively with neighborhood and community groups to understand their needs. Seek to understand community perspectives as it relates to existing programs, activities and events. Enlist a variety of avenues that allows the community to share requests, inquiries, complaints and input.	Engage the community in ways that allow the public to understand, influence and contribute to City initiatives, plans, actions, decisions and processes.	Facilities Supervisor
Work collaboratively with neighborhood and community groups to understand their needs. Seek to understand community perspectives as it relates to existing programs, activities and events. Enlist a variety of avenues that allows the community to share requests, inquiries, complaints and input.	Engage the community in ways that allow the public to understand, influence and contribute to City initiatives, plans, actions, decisions and processes.	Facilities Supervisor
Develop, and administer custodial policies, practices and procedures. Perform a variety of custodial work as needed	Supervise the cleaning and utilization of designated City buildings and grounds	Facilities Supervisor
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Develop, and administer custodial policies, practices and procedures. Perform a variety of custodial work as needed	Supervise the cleaning and utilization of designated City buildings and grounds	Facilities Supervisor
Develop, and administer custodial policies, practices and procedures.	Lead a team of custodial staff in the cleaning and maintenance of City facilities.	Facilities Supervisor
Develop, and administer custodial policies, practices and procedures.	Lead a team of custodial staff in the cleaning and maintenance of City facilities.	Facilities Supervisor
Develop, and administer custodial policies, practices and procedures. Perform a variety of custodial work as needed	Supervise the cleaning and utilization of designated City buildings and grounds	Custodian
Develop, and administer custodial policies, practices and procedures. Perform a variety of custodial work as needed	Supervise the cleaning and utilization of designated City buildings and grounds	Custodian
Develop, and administer custodial policies, practices and procedures. Perform a variety of custodial work as needed	Supervise the cleaning and utilization of designated City buildings and grounds	Custodian
Sweep, mop, scrub, wax, and polish floors. Wash windows, woodwork, doors, desks, walls and ceilings. Dust and vacuum rooms, collect trash and dispose of waste.	Performs a variety of custodial work to care for City buildings.	Custodian

SERVICE	DESCRIPTION	PRIORITY
Facility Management	Send an e-mail to all user groups at least one week ahead of their event to introduce them to the City and ask them to reach out if they have questions before their event	Community Engagement
Facility Management	Send out an e-mail after user group event to thank them for using the City Facility	Community Engagement
Facility Management	Create and post signage for user groups each time there is an event at City Hall directing them to the correct conference room	Community Engagement
Facility Management	Set up and take down conference rooms and Council Chambers nightly at City Hall	Community Engagement
Facility Maintenance	Enter in MSDS information online for chemicals used for facility cleaning	Safety
Facility Maintenance	Set door schedules in KEEP (Door Software Program) each week. This ensures that the City Hall is secure each night.	Safety
Facility Maintenance	Dispose of sharps at City Hall/Police/HOC Ramp	Safety
Facility Maintenance	Followed State and Federal Cleaning guidelines to allow City Facilities to reopen during COVID pandemic	
Facility Maintenance	Responsible for removal of snow from parking lots and sidewalks at City Hall, PD, and the Civic Center Maintenance Building	Infrastructure
Facility Maintenance	Responsible for the salting of sidewalks at City Hall, PD and the Civic Center Maintenance Building during slippery conditions.	Infrastructure
Facility Maintenance	Ensure all doors are locked and secure each night after all staff and user groups are out of the building.	Safety
Facility Maintenance	Disinfect door handles, buttons, water fountains, handrails, and other touchable surfaces, to provide a safe place for staff, Customers, and user groups.	Safety

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Sweep, mop, scrub, wax, and polish floors. Wash windows, woodwork, doors, desks, walls and ceilings. Dust and vacuum rooms, collect trash and dispose of waste.	Performs a variety of custodial work to care for City buildings.	Custodian
Assists in keeping buildings properly maintained and in good repair.	Assists with facility preparation and safe access	Custodian
Coordinates safety procedures and training records.	Assists with facility preparation and safe access	Facilities Maintenance Supervisor
Coordinates safety procedures and training records.	Assists with facility preparation and safe access	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Supervise the work on contractors engaged in maintaining City facilities.	Lead a team of staff in the care and maintenance of City facilities.	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Coordinates safety procedures and training records.	Assists with facility preparation and safe access	Facilities Maintenance Supervisor
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Assists in the development and administration of maintenance policies, practices, and procedures	Assists with facility preparation and safe access	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Supervise the work on contractors engaged in maintaining City facilities.	Lead a team of staff in the care and maintenance of City facilities.	Facilities Maintenance Supervisor
Manages energy efficiency programs.	Coordinate energy management activities of City facilities	Facilities Maintenance Supervisor

SERVICE	DESCRIPTION	PRIORITY
Facility Maintenance	Organize and monitor that all recyclable material is sorted into the correct containers for disposal	Sustainability
Facility Maintenance	Turn off all lights at city Facilities when there are no staff present to save energy	Sustainability
OSHA Compliance	Perform mock OSHA Inspections with Safe Assure	Safety
First Aid	Monitor and resupply first aid kits in wellness room and employee lunchroom at City Hall	Safety
Security	Facilities Staff has to make sure all doors are working properly and locking securely in PD and at the Fire Stations to follow CJIS Security Policies	Safety
Security	Facilities Staff has to make sure all doors are working properly and locking securely at the Water Treatment Plant, Well Houses, and Water Towers to follow State and Federal regulations	Safety
Facility Preparation	Set up Elections Rooms and areas. Make sure that they are secure and complaint with Elections requirements	Safety
Facility Maintenance	Work with contractor to design a contract for preventative Maintenance of Elevators at City Hall and PD. Review, update and renew contract as needed	Safety
Facility Maintenance	Renew Elevator Permit each year in City hall and PD	Safety
Safety	Work with State Elevator Inspector to correct any issues they find on their inspection	Safety
Safety	Use X-protect Smart Client Camera System to find issues that affect City Facilities	Safety
Safety	Recommend, implement, and manage Covid-19 building safety measures.	Safety
Safety	Fire Panel and Sprinkler Systems management includes set up contracts for Fire Panel, Alarm System, Ansul System, IT Data room system and Wet Fire Sprinkler System Annual inspection each year.	Safety
Safety	Check Eye Wash Stations Weekly	Safety
Safety	Set-Up and Manage Facilities Electrical Lock-Out Tag-Out Program	Safety
Safety	Set-Up and Manage Facilities Gun Range Lock-Out Tag-Out Program	Safety
Safety	Remove snow and ice from walks, steps and maintains outside walkways	
Facility Maintenance	Monitor and repair gates for function and security at city buildings	Safety
Facility Maintenance	Set-Up and Manage Preventative Maintenance Agreements with Vendor for Pest Control at city buildings	Safety
Energy management	Participate in Dakota Electric Rate 70 program for City Hall this saves the City over \$27,000.00 a year for switching to our generator at peak energy use times during the year	Sustainability

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Manages energy efficiency programs.	Coordinate energy management activities of City facilities	Facilities Maintenance Supervisor
Manages energy efficiency programs.	Coordinate energy management activities of City facilities	Facilities Maintenance Supervisor
Manages energy efficiency programs.	Coordinate energy management activities of City facilities	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
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Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Supervise the work on contractors engaged in maintaining City facilities.	Lead a team of staff in the care and maintenance of City facilities.	Facilities Maintenance Supervisor
Coordinates safety procedures and training records.	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Assists in preparation of annual budget for maintenance operations.	Manage maintenance budget, supply inventory and equipment.	Facilities Maintenance Supervisor
Procures and maintains necessary supplies and equipment for the operation of City Hall and other facilities.	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor

SERVICE	DESCRIPTION	PRIORITY
Sustainability grants	Oversees the City's Sustainability fund. Designed an application for staff to fill out and apply to receive funds for a project if it is sustainable. Review applications and award funds each year	Sustainability
Energy management	Comply with the B3 Benchmarking System for 11 City Facilities	Sustainability
Energy management	Had an energy audit done at city buildings	Sustainability
Facility Maintenance	Perform all preventive maintenance and repairs on HVAC Equipment, chiller, generator, air handlers at city buildings	Infrastructure
Facility Maintenance	Test water for hardness to make sure the water softeners are working	Infrastructure
Facility Maintenance	Repair and replace kitchen equipment in Employee lunchroom and kitchen	Infrastructure
Facility Maintenance	Repair all plumbing issues	Infrastructure
Facility Maintenance	Hang televisions, whiteboards, and bulletin boards in staff offices and conference rooms.	Infrastructure
Facility Maintenance	Install cameras for IT in conference rooms	Infrastructure
Facility Maintenance	Drain debris out of hot water heaters	Infrastructure
Facility Maintenance	Unclog plugged sewage lines as needed	Infrastructure
Facility Maintenance	Responsible for all window maintenance and replacement	Infrastructure
Facility Maintenance	Maintain Limited Power Electrical License and take Continuing Education Credits each year. This allows the Facility Department to work on Power Limited Electrical Circuits without hiring an Electrician, saving the City money	Infrastructure
Facility Maintenance	Repair and replace electronic card readers as needed	Infrastructure
Facility Maintenance	Hire and oversee electrical work on City Facilities by a licensed electrician	Infrastructure
Facility Maintenance	Pull Electrical Permits when needed	Infrastructure
Facility Maintenance	Oversee all CIP Building Projects	Infrastructure
Facility Maintenance	Make all keys for staff in house	Infrastructure
Facility Maintenance	Repair all doors and locks at all City Facilities	Infrastructure
Facility Maintenance	Adjust door openers and closers as needed	Infrastructure

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Procures and maintains necessary supplies and equipment for the operation of City Hall and other facilities.	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Procures and maintains necessary supplies and equipment for the operation of City Hall and other facilities.	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Procures and maintains necessary supplies and equipment for the operation of City Hall and other facilities.	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Assists with facility preparation and safe access	Facilities Maintenance Supervisor
Procures and maintains necessary supplies and equipment for the operation of City Hall and other facilities.	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Coordinates safety procedures and training records.	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Research and recommend program changes and purchase of new or replacement equipment.	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Assists in the development and administration of maintenance policies, practices, and procedures	Directs and performs maintenance activities.	Facilities Maintenance Supervisor
Supervise the work on contractors engaged in maintaining City facilities.	Manage maintenance budget, supply inventory and equipment.	Facilities Maintenance Supervisor
Sets-up and tears down meetings areas, moves and installs equipment.	Assists with facility preparation and safe access	Facilities Technician
Remove snow and ice from walks and steps and maintains outside walkways.	Assists with facility preparation and safe access	Facilities Technician
Orders and maintains necessary inventory supplies for mechanical equipment and tools.	Assists in the delivery of excellent facility services to the organization.	Facilities Technician
Responds to service requests from City staff.	Performs skilled work in the operation and maintenance of building systems.	Facilities Technician

SERVICE	DESCRIPTION	PRIORITY
Facility Maintenance	Replace doors on City Facilities as needed	Infrastructure
Facility Maintenance	Repair and replace Garage Doors	Infrastructure
Facility Maintenance	Responsible for the replacement of expansion joint caulking	Infrastructure
Facility Maintenance	Responsible for the tuckpointing of brickwork	Infrastructure
Facility Maintenance	Responsible for repair replacement and sealing of pavers in parking lots at City Hall	Infrastructure
Facility Maintenance	Room Set up, if there is a crossover meeting in the daytime	Infrastructure
Facility Maintenance	Responsible for ordering US, Minnesota, and Burnsville flags	Infrastructure
Facility Maintenance	Responsible for making sure that sidewalks are level and free of trip hazards and if they are not fix	Infrastructure
Facility Maintenance	Responsible for monitoring and detecting roof leaks and repair	Infrastructure
Facility Maintenance	Responsible for installing heat tape in roof drains so that they do not freeze in the winter	Infrastructure
Facility Maintenance	Responsible for all interior building construction projects and renovations including room additions, roofs, walls, doors, windows, painting, wallpaper, HVAC, plumbing, and electrical	Infrastructure
Facility Maintenance	Order and install all office furniture for the lobby, conference rooms and staff workspaces	Infrastructure
Facility Maintenance	Install new staff name stickers on offices and name plates on cubicles	Infrastructure
Facility Maintenance	Pull Building Permits for constructions projects	Infrastructure
Facility Maintenance	Make sure that any building improvements comply with ADA procedures	Infrastructure
Facility Maintenance	Oversee the composting service for City Facilities	Sustainability
Facility Maintenance	Room Set, if there is a crossover meeting in the daytime	Infrastructure
Facility Maintenance	Remove snow and ice from walks and steps and maintains outside walkways.	
Facility Maintenance	Responsible for ordering US, Minnesota, and Burnsville flags	Infrastructure
Facility Maintenance	Manage and organize flag volunteers	Infrastructure

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Repairs doors and locks, windows, lamps and fixtures.	Performs a variety of maintenance repair work to keep buildings and grounds in good repair.	Facilities Technician
Repairs doors and locks, windows, lamps and fixtures.	Performs a variety of maintenance repair work to keep buildings and grounds in good repair.	Facilities Technician
Repairs doors and locks, windows, lamps and fixtures.	Performs a variety of maintenance repair work to keep buildings and grounds in good repair.	Facilities Technician
Repairs doors and locks, windows, lamps and fixtures.	Performs a variety of maintenance repair work to keep buildings and grounds in good repair.	Facilities Technician
Responds to service requests from City staff.	Performs a variety of maintenance repair work to keep buildings and grounds in good repair.	Facilities Technician
Repairs plumbing and electrical malfunctions.	Performs a variety of maintenance repair work to keep buildings and grounds in good repair.	Facilities Technician
Responds to service requests from City staff.	Performs a variety of maintenance repair work to keep buildings and grounds in good repair.	Facilities Technician
Responds to service requests from City staff.	Performs a variety of maintenance repair work to keep buildings and grounds in good repair.	Facilities Technician
Repairs plumbing and electrical malfunctions.	Performs a variety of maintenance repair work to keep buildings and grounds in good repair.	Facilities Technician
Repairs plumbing and electrical malfunctions.	Performs a variety of maintenance repair work to keep buildings and grounds in good repair.	Facilities Technician
Repairs doors and locks, windows, lamps and fixtures.	Performs a variety of maintenance repair work to keep buildings and grounds in good repair.	Facilities Technician
Orders and maintains necessary inventory supplies for mechanical equipment and tools.	Assists with facility preparation and safe access.	Facilities Technician
Orders and maintains necessary inventory supplies for mechanical equipment and tools.	Assists with facility preparation and safe access.	Facilities Technician
Operates security camera and card access systems, phone and email systems.	Assists with facility preparation and safe access.	Facilities Technician
Responds to service requests from City staff.	Assists in the delivery of excellent facility services to the organization.	Facilities Technician
Orders and maintains necessary inventory supplies for mechanical equipment and tools.	Assists in the delivery of excellent facility services to the organization.	Facilities Technician
Repairs doors and locks, windows, lamps and fixtures.	Performs a variety of maintenance repair work to keep buildings and grounds in good repair.	Facilities Technician

SERVICE	DESCRIPTION	PRIORITY
Facility Maintenance	Repair all doors and locks at all City Facilities	Infrastructure
Facility Maintenance	Adjust door openers and closers as needed	Infrastructure
Facility Maintenance	Replace doors on City Facilities as needed	Infrastructure
Facility Maintenance	Repair and replace Garage Doors	Infrastructure
Facility Maintenance	Repair and replace kitchen equipment in Employee lunchroom and kitchen	Infrastructure
Facility Maintenance	Repair all plumbing issues	Infrastructure
Facility Maintenance	Hang televisions, whiteboards, and bulletin boards in staff offices and conference rooms.	Infrastructure
Facility Maintenance	Install cameras for IT in conference rooms	Infrastructure
Facility Maintenance	Drain debris out of hot water heaters	Infrastructure
Facility Maintenance	Unclog plugged sewage lines as needed	Infrastructure
Facility Maintenance	Responsible for all window maintenance and replacement	Infrastructure
Safety	Inspect AEDs monthly, maintenance of batteries, and order replacement components	Safety
Safety	Check Fire Extinguisher monthly	Safety
Facility Maintenance	Use X-protect Smart Client Camera System to find issues that affect City Facilities	Safety
Ergonomics	Facilities Department has an in-house Ergonomic Specialist, they have been trained and they assess each new employees work station and make changes to avoid workplace injuries. They will also work with current employees that are experiencing problems	Safety
Security	Test the panic buttons in Council Chambers, Front Counter and Inspections Counter at City Hall four times a year	Safety
Security	Facilities Staff has to make sure all doors are working properly and locking securely at the Water Treatment Plant, Well Houses, and Water Towers to follow State and Federal regulations	Safety

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Repairs doors and locks, windows, lamps and fixtures.	Performs a variety of maintenance repair work to keep buildings and grounds in good repair.	Facilities Technician
Yearly recruitment of seasonal personnel	Oversee safe and effective daily operations	Golf Course Superintendent
Maintain documentation system accounting for resources used, facility usage and revenue production.	Oversee safe and effective daily operations	Golf Course Superintendent
Work the clubhouse and maintenance functions as needed to ensure an efficient cost-effective operation.	Oversee safe and effective daily operations	Golf Course Superintendent
Participate in the preparation of the annual budget.	Oversee safe and effective daily operations	Golf Course Superintendent
Review and establish program policies, safety and emergency procedures and suggest changes as appropriate to assure a quality operation.	Oversee safe and effective daily operations	Golf Course Superintendent
Work collaboratively with neighborhood and community groups to understand their needs.	Oversee safe and effective daily operations	Golf Course Superintendent
Work the clubhouse and maintenance functions as needed to ensure an efficient cost-effective operation.	Oversee safe and effective daily operations	Golf Course Superintendent
Maintain documentation system accounting for resources used, facility usage and revenue production.	Oversee safe and effective daily operations	Golf Course Superintendent
Review and establish program policies, safety and emergency procedures and suggest changes as appropriate to assure a quality operation.	Oversee safe and effective daily operations	Golf Course Superintendent
Review and establish program policies, safety and emergency procedures and suggest changes as appropriate to assure a quality operation.	Oversee safe and effective daily operations	Golf Course Superintendent
Review and establish program policies, safety and emergency procedures and suggest changes as appropriate to assure a quality operation.	Oversee safe and effective daily operations	Golf Course Superintendent
Review and establish program policies, safety and emergency procedures and suggest changes as appropriate to assure a quality operation.	Maintain an excellent customer service approach with the operations.	Golf Course Superintendent

SERVICE	DESCRIPTION	PRIORITY
Security	Facilities Staff has to make sure all doors are working properly and locking securely in PD and at the Fire Stations to follow CJIS Security Policies	Safety
Staff	Hire all staff for Clubhouse and Grounds crew. Train staff on customer relations, point of sales (Rectrac), tee sheets (Golftrac), security, golf etiquette, safe equipment operation, proper prodigal on daily maintenance of fleet, disease recognition and pesticide application, Create appropriate schedules for daily operation and special events.	Organizational Culture
Rates	Set rates for course which includes rounds, concessions, leagues and passes	Infrastructure
Capital purchases	Evaluate what course equipment replacement needs are, submit these needs/requests to fleet and directors, request bids from vendors, and award bids.	Infrastructure
Information services	Share information about the golf course and surrounding area. BGC hosts Burnsville residents and golfers from Twin Cities area who need information such as places to eat, shop, get gas utilize a driving range.	Community Engagement
Program development	Plan events such as junior program, leagues, golf clinics and Women' Golf Month that are inclusive of everyone. Make people feel they belong at BGC and in Burnsville.	Community Engagement
Event services	Work with area clubs and businesses to develop, schedule and host golf events/tournaments. Assist Recreation department in hosting Winter Golf Event.	Community Engagement
Facility Maintenance	Maintain the clubhouse, locker room, maintenance buildings, and golf course in an environmentally conscientious manner. Maintain appropriate levels of necessary supplies for staff to clean areas and stock supplies. Maintain trash and recycling receptacles.	Infrastructure
Audubon Certification	Maintain Audubon certification by following environmentally friendly practices, limit use of chemicals that harm soil and ecosystem, promote pollinators, reduce mowing, nurture natural environment around course, encourage and monitor bluebird habitat by feeding birds and providing nests with volunteers.	Sustainability
Adult leagues	Assist in filling out registration forms, obtain completed registrations and input them into both USGA and Golf Genius. Create and schedule tee times for entire schedule. Send out leagues to ensure that golfers are staying on schedule and marshal on the course to help with pace of play.	Community Engagement
	Complete weekly standings for each league and answer questions/concerns from golfers throughout the week. Monitor the sub lists and handicaps so that they are up-to-date in our system and on Golf Genius so that golfers have access league participants for their league. Coordinate with Dan Rootes (superintendent). Host year end tournament for all adult league participants. Procurement of prizes for standings and facilitation of a catered meal.	
Junior leagues	Assist in filling out registration forms, obtain completed registrations and create a schedule for the summer. When junior league begins, additional staff check children into clubhouse and make sure that they are staying on schedule. Staff marshals the course to ensure that children are being safe while golfing, playing by the rules of golf, and keeping on pace. Host a year end tournament and distribute certificates for 1st, 2nd , and 3rd place winners in each grade level as well as food and prizes	Community Engagement
Fire Muster Tournament	Assist in filling out registration forms, obtain completed registrations, and create a schedule for the tournament and assign holes for each golfer to start on. At completion of tournament we distribute certificates for 1st, 2nd, and 3rd place winners in each grade level as well as good and prizes.	Community Engagement

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Review and establish program policies, safety and emergency procedures and suggest changes as appropriate to assure a quality operation.	Oversee safe and effective daily operations	Golf Course Superintendent
Resolve citizen complaints and inquiries.	Oversee safe and effective daily operations	Golf Course Superintendent
Maintain documentation system accounting for resources used, facility usage and revenue production.	Oversee safe and effective daily operations	Golf Course Superintendent
Maintain documentation system accounting for resources used, facility usage and revenue production.	Oversee safe and effective daily operations	Golf Course Superintendent
Operate and repair turf mowers and various other types of equipment.	Oversee safe and effective daily operations	Golf Course Superintendent
Supervise, plan and perform the maintenance of greens, tees and fairways	Oversee safe and effective daily operations	Golf Course Superintendent
Supervise, plan and perform the maintenance of greens, tees, fairways and buildings	Oversee safe and effective daily operations	Golf Course Superintendent
Procure supplies and equipment for the all aspects of the operation.	Oversee safe and effective daily operations	Golf Course Superintendent
Procure supplies and equipment for the all aspects of the operation.	Oversee safe and effective daily operations	Golf Course Superintendent
Work the clubhouse and maintenance functions as needed to ensure an efficient cost-effective operation.	Oversee safe and effective daily operations	Golf Course Superintendent
Supervise, plan and perform the maintenance of greens, tees and fairways	Oversee safe and effective daily operations	Golf Course Superintendent
Supervise, plan and perform the maintenance of greens, tees and fairways	Oversee safe and effective daily operations	Golf Course Superintendent
Supervise, plan and perform the maintenance of greens, tees and fairways	Oversee safe and effective daily operations	Golf Course Superintendent
Plan and supervise the scheduling and use of the facilities including use by the general public, special events, leagues and community groups.	Maintain an excellent customer service approach with the operations.	Golf Course Superintendent
Coordinate a variety of programs as appropriate to assure maximum usage.	Maintain an excellent customer service approach with the operations.	Golf Course Superintendent

SERVICE	DESCRIPTION	PRIORITY
Golfer safety	Ensure that age limits are enforced and non-patrons are informed of the dangers of balls both in and out of play. Monitor security system and ensure that all areas are working properly for the safety of golfers.	Safety
Staff safety	Deescalate volatile situations in order to create a safe working environment. Monitor security system and ensure all area are functioning properly. Utilize security system to monitor situations from home when no on premises and to assist staff when they encounter issues.	Safety
Maintain certifications	Maintain pesticide application license by attending trainings and taking tests. Maintain Class A certification from Golf Course Superintendents association by attending educational conferences. Continue education by taking classes, reading educational information, and utilizing professional network.	Safety
Pesticide Application	Monitor turf and create spraying schedules. Maintain safety data sheets and file spraying application sheets. Properly store chemicals within State and Federal guidelines.	Safety
Maintain fleet	Sharpen reels and ensure proper height of cut on mowers throughout season. Ensuring safe and functional equipment (name mowers and equipment) throughout season, perform maintenance during season and thorough servicing during the offseason. Ensure proper pre- and post-season levels and preparations in all equipment including carts.	Infrastructure
Agronomy	Mow, weed eat, aerate, fertilize, reseed, thatch and top dress all playing surfaces including tees, collars, fairways, roughs, and aprons using appropriate reel heights. Identify and treat turf disease and insect infestations. Stifle infringement of weeds, undesirable grasses, and other plants upon course.	Infrastructure
Building maintenance	Monitor interior and exterior of all building. Paint, repair, and replace subpar surfaces. Maintain parking surfaces, paths, and fences.	Infrastructure
Concessions	Procure and sell packaged food for resale. Ensure condiments and utensils are available. Maintain food equipment is regularly cleaned and maintained. Ensure proper storage of all food and drink items.	Community Engagement
Golf merchandise	Secure merchandise for resale in clubhouse. Create and maintain displays.	Community Engagement
Irrigation	Maintain irrigation system, by charging lines in Spring and blowing out in the fall and completing any necessary repairs. Monitor soil in order to schedule appropriate irrigation. Create appropriate drainage in areas of water saturation. Hand water greens and other turf in danger during periods of extreme heat. Monitor system output to optimize and minimize water output.	Infrastructure
Arbor maintenance	Plan and maintain trees on site in conjunction with Forestry, which includes removal and replacement of trees. Trim and remove trees when appropriate. Monitor and treat for diseases and appropriate water levels.	Infrastructure
Playing surfaces	Move cups 3 times a week. Rake and edge bunkers. Mow to appropriate heights for each area of the course.	Infrastructure
Gardens	Clean out gardens in spring and fall. Divide and repurpose overgrown plants. Hand water all containers, hanging plants, and annuals. Maintain list of new plants to be ordered each year.	Infrastructure
Local School District Team Use	Work with local coaches of each school to organize practice tee times, tournaments, etc	Community Engagement
School District Curriculum	Work with local schools to provide access to course that allows students to accomplish course curriculum	Community Engagement

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Seek to understand community perspectives as it relates to existing programs, activities and events.	Maintain an excellent customer service approach with the operations.	Golf Course Superintendent
Enlist a variety of avenues that allows the community to share requests, inquiries, complaints and input.	Maintain an excellent customer service approach with the operations.	Golf Course Superintendent
Continuing education to ensure use of current trends	Maintain an excellent customer service approach with the operations.	Golf Course Superintendent
Maintain documentation system accounting for resources used, facility usage and revenue production.	Oversee safe and effective daily operations	Golf Course Superintendent

SERVICE	DESCRIPTION	PRIORITY
Education	Meet with local groups to share information about sustainability and Audubon efforts	Community Engagement
Memorial Requests	Work with patrons to install trees, benches, plaques	Community Engagement
Training and Seminars	Participate in training opportunities to improve management of staff, golf course maintenance and golf course service delivery	Organizational Culture
Program After Action Reports	After action report are completed at the end of each program and event we offer. After action reports summarize how the programs or events ran. This includes specific details and information in order to evaluate and plan for the following year. I am responsible for calculating revenues and expenses associated with specific programs and events, determining final participation numbers, and providing recommendations for future.	Infrastructure

POLICE

DETAILED SERVICE INVENTORY

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Oversees and directs police department functions in alignment with organizational values and compliance with the law	Provides the strategic leadership for Police Department to guide positive organizational and community outcomes.	Police Chief
Directs the development of departmental procedures and regulations to effectively accomplish goals and priorities of the department in alignment with procedural justice policing.	Provides the strategic leadership for Police Department to guide positive organizational and community outcomes.	Police Chief
Participate with the City Manager and Leadership Team to determine organizational goals and priorities.	Provides the strategic leadership for Police Department to guide positive organizational and community outcomes.	Police Chief
Develops long term departmental objectives.	Provides the strategic leadership for Police Department to guide positive organizational and community outcomes.	Police Chief
Assigns and directs work of staff, to create clarity so that everyone can perform to their best.	Champions efforts to create a culture where people and teams are their best.	Police Chief
Provide leadership, counsel, and solicit staff collaboration to solve issues and identify areas improvement.	Champions efforts to create a culture where people and teams are their best.	Police Chief
Leads recruitment process to select, train and motivate personnel and identify division talent.	Champions efforts to create a culture where people and teams are their best.	Police Chief
Establish performance objectives, staff training and development and implement appropriate discipline.	Champions efforts to create a culture where people and teams are their best.	Police Chief
Oversight of the annual operating budget for the department.	Provides administrative oversight of department.	Police Chief
Performs research and analysis of Police operations.	Provides administrative oversight of department.	Police Chief
Collaborates with city staff to develop recommendations to meet equipment, facility and technology needs.	Provides administrative oversight of department.	Police Chief
Oversee service contracts.	Provides administrative oversight of department.	Police Chief
Seek opportunities to engage with other agencies to provide effective and efficient joint law enforcement services.	Develops and implements strong internal and interagency relationships.	Police Chief
Identify opportunities with local communities, state and federal agencies to participate on intergovernmental task forces and committees.	Develops and implements strong internal and interagency relationships.	Police Chief
Promote collaborative relationships and coordinate Police functions with city departments.	Develops and implements strong internal and interagency relationships.	Police Chief
Seek mutual aid and join law enforcement opportunities with other agencies.	Develops and implements strong internal and interagency relationships.	Police Chief

SERVICE	IMPACT	PRIORITY	REQUIRED
Leadership	Oversee the formulation of department policies, goals and objectives in alignment with Council Strategic Priorities.	Organizational Culture	No
Onboarding	Select, onboard, meet with new recruits. Provide Chiefs introduction to dept. history, operations, mission, core values, expectations.	Organizational Culture	No
Leadership	Set direction, create positive culture of shared beliefs and expectations. Communication, clarity, consistency.	Organizational Culture	No
Public Safety	Oversee the effective utilization of equipment, facilities, and technology. Direct the development of recommendations to meet the future equipment, facilities and technology needs.	Safety	No
Public Events	Develop positive relationships with community groups, businesses and citizens. Connect with community organizations and activities in a manner that promotes a positive image of the City.	Community Engagement	No
Team Building	Create positive working relationships with other city staff.	Organizational Culture	No
Team Building	Provide supportive leadership. Collaborate with City Council and City Manager to create positive outcomes.	Organizational Culture	No
Public Safety/ Leadership	Support strategic plan priorities. Implement staffing studies.	Safety	No
Partnership	Seek opportunities with other agencies and organizations to jointly provide law enforcement services more effectively and/or efficiently.	Safety	No
Budgeting	Coordinate the department budget, maintaining control of expenditures within budget limitations, recommending service delivery improvements, administering service contracts and analyzing staffing, equipment and technology needs.	Sustainability	No
Legislative Accountability	Provide/present operational updates, legislative updates, and other information as needed to the City Manager, City Council or other appropriate groups.	Safety	No
Employee Engagement	Identify and develop division talent and recognize strengths and achievements of department personnel.	Organizational Culture	No
Community Policing	Guide operations in a procedurally just manner and with a Community Orientated Policing philosophy.	Safety	No
Leadership	Work with division teams to provide leadership, assist with problems, and review assignments, programs and operations to identify potential improvements.	Organizational Culture	No
Training	Participate in various trainings	Safety	Yes
Succession	Plan for open vacancies in numerous specialty positions and assist in filling those positions with the best possible candidates	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Collaborate with state and federal agencies on intergovernmental task forces and committee.	Develops and implements strong internal and interagency relationships.	Police Chief
Maintain and grow relationships with community groups, businesses and citizens.	Develops and maintains positive and effective community relations and positive image of the City.	Police Chief
Direct and oversee public information activities.	Develops and maintains positive and effective community relations and positive image of the City.	Police Chief
Maintain positive working relationships with state and local news outlets.	Develops and maintains positive and effective community relations and positive image of the City.	Police Chief
Continue involvement in community organizations.	Develops and maintains positive and effective community relations and positive image of the City.	Police Chief
Possesses knowledge of local, state and federal laws, regulations and code relation to law enforcement.	Oversees implementation of law enforcement developments and changes Policing.	Police Chief
Recommends service delivery improvements based on trends and industry innovations.	Oversees implementation of law enforcement developments and changes Policing.	Police Chief
Keeps abreast of criminal justice developments and best practices.	Oversees implementation of law enforcement developments and changes Policing.	Police Chief
Maintains comprehensive knowledge of 21st Century Policing practices.	Oversees implementation of law enforcement developments and changes Policing.	Police Chief
Bring our organizational values of collaboration, innovation and excellence to work every day to deliver the best possible public service.	We each use our strengths to create great experiences in our organization and community.	Police Chief
Commit to understanding one another, valuing each other's differences and adapting behavior to create a workplace where everyone feels like they belong.	We each use our strengths to create great experiences in our organization and community.	Police Chief
Contribute to making a difference to help Burnsville to be a great place to live, work and play.	We each use our strengths to create great experiences in our organization and community.	Police Chief
Oversight of the annual operating budget for the department.	Provides administrative oversight of department.	Police Chief
Develops long term departmental objectives.	Provides the strategic leadership for Police Department to guide positive organizational and community outcomes.	Police Chief
Keeps abreast of criminal justice developments and best practices.	Oversees implementation of law enforcement developments and changes Policing.	Police Chief
Oversight of the annual operating budget for the department.	Provides administrative oversight of department.	Police Chief
Develops long term departmental objectives.	Provides the strategic leadership for Police Department to guide positive organizational and community outcomes.	Police Chief
Oversees and directs police functions in alignment with organizational values and compliance with the law.	Provides leadership to guide positive organizational and community outcomes.	Deputy Chief

SERVICE	IMPACT	PRIORITY	REQUIRED
Policy Review	Assist in reviewing policy and recommending changes in alignment with current best practices	Safety	Yes
Leadership/Staff Development	Review the performance of employees and ensure they are meeting departments high standards and are getting necessary resources to succeed	Organizational Culture	Yes
Relationship Building	Build and maintain a strong relationship with ISD 191 to work together to maintain a safe, effective, and positive educational setting for students	Community Engagement	No
Review Aggression Resistance and Pursuit Reports	Review applicable reports and body worn camera video when there are use of force events or pursuits to ensure being done to best practices.	Safety	No
Awards	Review incidents for applicable employee awards.	Organizational Culture	No
Oversee Various Teams	Oversee teams such as: FTO, SWAT, Driving Instructors, Strike Team, PEO	Safety	No
Budget Development	Assist in developing and reviewing yearly budget.	Safety	Yes
Policy Review	Assist in policy development and review.	Safety	Yes
Employee Support	Generally support the needs of all employees	Organizational Culture	No
Policy Review	Continuous policy review to ensure we are up to date with laws/changes	Safety	Yes
Policy Trainings	Monthly training on policy	Safety	Yes
Budget	Budget preparation, monthly reviews of budget line items	Vision	No
Annual Report	Prepare annual report articles (Services overview, grants, animal control, compliance checks, best practices, technology) and proof report	Community Engagement	No
Policy	Policy development and review	Safety	Yes
Law Enforcement Meetings	Attend county wide law enforcement meetings to collect and share information	Vision	Yes
Department support	Provide support and aid to the various working groups within the police department (patrol, investigations, MHU, records staff, administration).	Organizational Culture	Yes
Special events	Engage and interact with the community during special events and assignments.	Community Engagement	Yes
Leadership	Oversee the formulation of department policies, goals and objectives in alignment with Council Strategic Priorities.	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Represents the Chief of Police and department as a liaison to professional and community groups.	Provides leadership to guide positive organizational and community outcomes.	Deputy Chief
Directs the development of departmental procedures and regulations to effectively accomplish goals and priorities of the department in alignment with procedural justice policing.	Provides leadership to guide positive organizational and community outcomes.	Deputy Chief
Ensures department policies and procedures are followed by all personnel.	Provides leadership to guide positive organizational and community outcomes.	Deputy Chief
Recommends long term departmental objectives.	Provides leadership to guide positive organizational and community outcomes.	Deputy Chief
Align behavior and work with PD culture, mission and core values	Champions efforts to create a culture where people and team are their best.	Deputy Chief
Assigns and directs work of staff to create clarity so staff can perform to their best.	Champions efforts to create a culture where people and team are their best.	Deputy Chief
Provide leadership, counsel, and solicit staff collaboration to solve issues and identify.	Champions efforts to create a culture where people and team are their best.	Deputy Chief
Establish performance objectives, staff training, development.	Champions efforts to create a culture where people and team are their best.	Deputy Chief
Makes hiring recommendations to Chief of Police.	Champions efforts to create a culture where people and team are their best.	Deputy Chief
Ensure police budget is within established guidelines and funds are spent in accordance with policy.	Provides administrative oversight of department.	Deputy Chief
Coordinate personnel issues related to performance issues. Makes recommendations to Police Chief.	Provides administrative oversight of department.	Deputy Chief
Collaborate with city staff to develop recommendations to meet equipment, facility and technology needs.	Provides administrative oversight of department.	Deputy Chief
Reviews and provides insight on service contracts.	Provides administrative oversight of department.	Deputy Chief
Seek opportunities to engage with other agencies to provide effective and efficient joint law enforcement services.	Develops and implements strong internal and interagency relationships.	Deputy Chief
Promote collaborative relationships and coordinate Police functions with city departments.	Develops and implements strong internal and interagency relationships.	Deputy Chief
Collaborate with state and federal agencies on intergovernmental task forces and committee.	Develops and implements strong internal and interagency relationships.	Deputy Chief
Possesses knowledge of local, state, and federal laws, regulations and code related to law enforcement.	Oversees implementation of law enforcement developments and changes policing.	Deputy Chief
Recommends service delivery improvements based on trends and industry innovations.	Oversees implementation of law enforcement developments and changes policing.	Deputy Chief

SERVICE	IMPACT	PRIORITY	REQUIRED
Onboarding	Select, onboard, meet with new recruits. Provide Chiefs introduction to dept. history, operations, mission, core values, expectations.	Organizational Culture	No
Leadership	Set direction, create positive culture of shared beliefs and expectations. Communication, clarity, consistency.	Organizational Culture	No
Public Safety	Oversee the effective utilization of equipment, facilities, and technology. Direct the development of recommendations to meet the future equipment, facilities and technology needs.	Safety	No
Public Events	Develop positive relationships with community groups, businesses and citizens. Connect with community organizations and activities in a manner that promotes a positive image of the City.	Community Engagement	No
Team Building	Create positive working relationships with other city staff.	Organizational Culture	No
Team Building	Provide supportive leadership. Collaborate with City Council and City Manager to create positive outcomes.	Organizational Culture	No
Public Safety/ Leadership	Support strategic plan priorities. Implement staffing studies.	Safety	No
Partnership	Seek opportunities with other agencies and organizations to jointly provide law enforcement services more effectively and/or efficiently.	Safety	No
Budgeting	Coordinate the department budget, maintaining control of expenditures within budget limitations, recommending service delivery improvements, administering service contracts and analyzing staffing, equipment and technology needs.	Sustainability	No
Legislative Accountability	Provide/present operational updates, legislative updates, and other information as needed to the City Manager, City Council or other appropriate groups.	Safety	No
Employee Engagement	Identify and develop division talent and recognize strengths and achievements of department personnel.	Organizational Culture	No
Community Policing	Guide operations in a procedurally just manner and with a Community Orientated Policing philosophy.	Safety	No
Leadership	Work with division teams to provide leadership, assist with problems, and review assignments, programs and operations to identify potential improvements.	Organizational Culture	No
Training	Participate in various trainings	Safety	Yes
Leadership	Dakota County Drug Task Force oversight board	Vision	No
Succession	Plan for open vacancies in numerous specialty positions and assist in filling those positions with the best possible candidates	Organizational Culture	No
Policy Review	Assist in reviewing policy and recommending changes in alignment with current best practices	Safety	Yes
Leadership/Staff Development	Review the performance of employees and ensure they are meeting departments high standards and are getting necessary resources to succeed	Organizational Culture	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Keeps well-informed of criminal justice developments and best practices.	Oversees implementation of law enforcement developments and changes policing.	Deputy Chief
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.	We each use our strengths to create great experiences in our organization and for our community.	Deputy Chief
Commit to understanding one another, valuing each other's differences, and adapting behavior to create a workplace where everyone feels like they belong.	We each use our strengths to create great experiences in our organization and for our community.	Deputy Chief
Contribute to making a difference to help Burnsville be a great place to live, work, and play.	We each use our strengths to create great experiences in our organization and for our community.	Deputy Chief
Reviews and provides insight on service contracts.	Provides administrative oversight of department.	Deputy Chief
Reviews and provides insight on service contracts.	Provides administrative oversight of department.	Deputy Chief
Reviews and provides insight on service contracts.	Provides administrative oversight of department.	Deputy Chief
Reviews and provides insight on service contracts.	Provides administrative oversight of department.	Deputy Chief
Makes hiring recommendations to Chief of Police.	Champions efforts to create a culture where people and team are their best.	Deputy Chief
Makes hiring recommendations to Chief of Police.	Champions efforts to create a culture where people and team are their best.	Deputy Chief
Makes hiring recommendations to Chief of Police.	Champions efforts to create a culture where people and team are their best.	Deputy Chief
Reviews and provides insight on service contracts.	Provides administrative oversight of department.	Deputy Chief
Reviews and provides insight on service contracts.	Provides administrative oversight of department.	Deputy Chief
Reviews and provides insight on service contracts.	Provides administrative oversight of department.	Deputy Chief
Seek opportunities to engage with other agencies to provide effective and efficient joint law enforcement services.	Develops and implements strong internal and interagency relationships.	Deputy Chief
Makes hiring recommendations to Chief of Police.	Champions efforts to create a culture where people and team are their best.	Deputy Chief
Makes hiring recommendations to Chief of Police.	Champions efforts to create a culture where people and team are their best.	Deputy Chief
Establish division priorities and implement new programs and procedures at the direction of the Chief of Police.	Provide division leadership through planning and directing division operations for efficient and effective service delivery.	Captain
Review, evaluate and ensure quality of work for the division and assigned employees.	Provide division leadership through planning and directing division operations for efficient and effective service delivery.	Captain

SERVICE	IMPACT	PRIORITY	REQUIRED
Relationship Building	Build and maintain a strong relationship with ISD 191 to work together to maintain a safe, effective, and positive educational setting for students	Community Engagement	No
Review Aggression Resistance and Pursuit Reports	Review applicable reports and body worn camera video when there are use of force events or pursuits to ensure being done to best practices.	Safety	No
Awards	Review incidents for applicable employee awards.	Organizational Culture	No
Oversee Various Teams	Oversee teams such as: FTO, SWAT, Driving Instructors, Strike Team, PEO	Safety	No
CJN Committee	Participate on the county wide CJN committee.	Safety	No
Budget Development	Assist in developing and reviewing yearly budget.	Safety	Yes
Policy Review	Assist in policy development and review.	Safety	Yes
Incident/Injury Report Review	Review incident/injury reports for process improvements to prevent incidents and injuries.	Safety	No
Employee Support	Generally support the needs of all employees	Organizational Culture	No
Policy Review	Continuous policy review to ensure we are up to date with laws/changes	Safety	Yes
Policy Trainings	Monthly training on policy	Safety	Yes
Budget	Budget preparation, monthly reviews of budget line items	Vision	No
Annual Report	Prepare annual report articles (Services overview, grants, animal control, compliance checks, best practices, technology) and proof report	Community Engagement	No
Policy	Policy development and review	Safety	Yes
Law Enforcement Meetings	Attend county wide law enforcement meetings to collect and share information	Vision	Yes
Department support	Provide support and aid to the various working groups within the police department (patrol, investigations, MHU, records staff, administration).	Organizational Culture	Yes
Special events	Engage and interact with the community during special events and assignments.	Community Engagement	Yes
Leadership	Oversee the formulation of department policies, goals and objectives in alignment with Council Strategic Priorities.	Organizational Culture	No
Onboarding	Select, onboard, meet with new recruits. Provide Chiefs introduction to dept. history, operations, mission, core values, expectations.	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Provide leadership that promotes collaboration and innovation that fosters individual and organizational growth.	Provide division leadership through planning and directing division operations for efficient and effective service delivery.	Captain
Recommends best practices for policies and procedures in alignment with departmental mission and values.	Provide division leadership through planning and directing division operations for efficient and effective service delivery.	Captain
Participate in establishing goals and objectives for the department and the development of standards and regulations for department personnel.	Provide division leadership through planning and directing division operations for efficient and effective service delivery.	Captain
Review and make recommendation on use of force incidents.	Provide division leadership through planning and directing division operations for efficient and effective service delivery.	Captain
Develop leadership qualities that permit representing and acting on behalf of the Chief of Police.	Provide division leadership through planning and directing division operations for efficient and effective service delivery.	Captain
Act as Chief of Police when assigned.	Provide division leadership through planning and directing division operations for efficient and effective service delivery.	Captain
Align behavior and work with PD culture, mission and core values	Champions efforts to create a culture where people and teams are their best.	Captain
Assigns and directs work of staff, creates clarity so that everyone can perform to their best.	Champions efforts to create a culture where people and teams are their best.	Captain
Observes and evaluates work performance of division employees.	Champions efforts to create a culture where people and teams are their best.	Captain
Participates in recruitment process to select, train and motivate personnel and identify division talent.	Champions efforts to create a culture where people and teams are their best.	Captain
Evaluates staff for hiring, promotion, assignments and discipline.	Champions efforts to create a culture where people and teams are their best.	Captain
Encourages staff development and training for delivery of high-quality service.	Champions efforts to create a culture where people and teams are their best.	Captain
Facilitates interdepartmental cooperation and coordination.	Champions efforts to create a culture where people and teams are their best.	Captain
Assist in the preparation and administration of the departmental budget.	Assist in departmental administration.	Captain
Develop assigned division budget and monitor expenditures.	Assist in departmental administration.	Captain
Plan and research short- and long-range goals including personnel and equipment forecast and replacement schedules.	Assist in departmental administration.	Captain
Actively listen and collaborate with internal and external partners to strengthen the resources available in the City.	Ensures strong internal and interagency relationships.	Captain

SERVICE	IMPACT	PRIORITY	REQUIRED
Leadership	Set direction, create positive culture of shared beliefs and expectations. Communication, clarity, consistency.	Organizational Culture	No
Public Safety	Oversee the effective utilization of equipment, facilities, and technology. Direct the development of recommendations to meet the future equipment, facilities and technology needs.	Safety	No
Public Events	Develop positive relationships with community groups, businesses and citizens. Connect with community organizations and activities in a manner that promotes a positive image of the City.	Community Engagement	No
Team Building	Create positive working relationships with other city staff.	Organizational Culture	No
Public Safety/ Leadership	Support strategic plan priorities. Implement staffing studies.	Safety	No
Partnership	Seek opportunities with other agencies and organizations to jointly provide law enforcement services more effectively and/or efficiently.	Safety	No
Budgeting	Coordinate the department budget, maintaining control of expenditures within budget limitations, recommending service delivery improvements, administering service contracts and analyzing staffing, equipment and technology needs.	Sustainability	No
Employee Engagement	Identify and develop division talent and recognize strengths and achievements of department personnel.	Organizational Culture	No
Community Policing	Guide operations in a procedurally just manner and with a Community Orientated Policing philosophy.	Safety	No
Leadership	Work with division teams to provide leadership, assist with problems, and review assignments, programs and operations to identify potential improvements.	Organizational Culture	No
Training	Participate in various trainings	Safety	Yes
Succession	Plan for open vacancies in numerous specialty positions and assist in filling those positions with the best possible candidates	Organizational Culture	No
Policy Review	Assist in reviewing policy and recommending changes in alignment with current best practices	Safety	Yes
Leadership/Staff Development	Review the performance of employees and ensure they are meeting departments high standards and are getting necessary resources to succeed	Organizational Culture	Yes
Leadership	Oversee overall Community Engagement/Behavioral Health Unit operations and ensure alignment with department's mission and core values	Vision	Yes
Fleet	Collaborate with staff to select and obtain most capable vehicles to ensure work can be done safely and efficiently	Infrastructure	No
Relationship Building	Build and maintain a strong relationship with ISD 191 to work together to maintain a safe, effective, and positive educational setting for students	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Maintain positive working relationships with union stewards.	Ensures strong internal and interagency relationships.	Captain
Maintain positive community relations while responding to complaints, concerns and issues and determine appropriate resolutions.	Develop and maintain positive and effective community relations and positive image of the City.	Captain
Perform and maintain positive community relations through community outreach.	Develop and maintain positive and effective community relations and positive image of the City.	Captain
Maintain and grow relationships with community groups, businesses and citizens.	Develop and maintain positive and effective community relations and positive image of the City.	Captain
Possesses knowledge of local, state and federal laws, regulations and code relating to law enforcement.	Keep abreast of law enforcement developments and changes in Policing.	Captain
Promote procedural justice concepts and 21st Century Policing practices.	Keep abreast of law enforcement developments and changes in Policing.	Captain
Other duties as assigned to further the purpose of the police department.	Keep abreast of law enforcement developments and changes in Policing.	Captain
Lead the Patrol Unit.	Divisional assignment: Patrol	Captain
Ensure optimum use of patrol resources through on-going evaluation of assignments, operations and officer distribution and scheduling.	Divisional assignment: Patrol	Captain
Oversee activities of the Emergency Action Group.	Divisional assignment: Patrol	Captain
Oversee Officer Field Training program.	Divisional assignment: Patrol	Captain
Manage Police Department fleet of vehicles.	Divisional assignment: Patrol	Captain
Oversee the Evidence Team and provide recommendation for training, staffing and equipment.	Divisional assignment: Patrol	Captain
Update and maintain department Lexipol policies and disseminate training bulletins.	Divisional assignment: Professional Standards	Captain
Review firearm discharges and conduct investigations to determine if actions fall within departmental guidelines.	Divisional assignment: Professional Standards	Captain
Review POST mandates ensuring department is meeting objectives and policies.	Divisional assignment: Professional Standards	Captain
Oversee Use of Force Team, recommending staff, training and equipment align with departmental policies and procedures.	Divisional assignment: Professional Standards	Captain
Cultivate relationship with Chaplains, ensuring appropriate training and incident response.	Divisional assignment: Professional Standards	Captain
Participate in intergovernmental agency initiatives and advisory boards.	Divisional assignment: Professional Standards	Captain

SERVICE	IMPACT	PRIORITY	REQUIRED
Review Aggression Resistance and Pursuit Reports	Review applicable reports and body worn camera video when there are use of force events or pursuits to ensure being done to best practices.	Safety	No
Employee Evaluations	Provide Employee Evaluations for Sergeants and review the evaluations done by Sergeants for other employees.	Organizational Culture	No
Awards	Review incidents for applicable employee awards.	Organizational Culture	No
Oversee Various Teams	Oversee teams such as: FTO, SWAT, Driving Instructors, Strike Team, PEO	Safety	No
CJN Committee	Participate on the county wide CJN committee.	Safety	No
Budget Development	Assist in developing and reviewing yearly budget.	Safety	Yes
Policy Review	Assist in policy development and review.	Safety	Yes
Incident/Injury Report Review	Review incident/injury reports for process improvements to prevent incidents and injuries.	Safety	No
Training Requests	Review training requests	Safety	No
Employee Support	Generally support the needs of all employees	Organizational Culture	No
Policy Review	Continuous policy review to ensure we are up to date with laws/changes	Safety	Yes
Policy Trainings	Monthly training on policy	Safety	Yes
Hiring Coordinator	Work with HR to coordinate our hiring process and be the POC to hires	Organizational Culture	No
Facilities Oversight	Work with city facilities to keep PD updated and address any items of repair	Sustainability	No
Chaplain Supervisor	POC to the Chaplains	Community Engagement	No
Body Worn Camera (BWC) Maintenance/ Updates	Inv Sgt. oversees BWC program. This involves regular technological, policy, and training mandates for continuous use and upgrades	Safety	Yes
Field Training Program (FTO) Coordinator	Development/upkeep of FTO manual, Interviewing/Selecting new FTOs, Assignment of trainees to FTOs, Develop FTO schedules for trainees/ trainers.	Organizational Culture	Yes
Field Training Program (FTO) Coordinator	Meet Bi-Weekly to discuss trainee's progress, Report trainees progress to Admin.	Organizational Culture	Yes
Field Training Program (FTO) Coordinator	Organize and approve all Daily Observation Reports (DOR's), Upon completion of FTO process to be submitted to Records staff to be added to permanent training files.	Organizational Culture	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Coordinate background investigations.	Divisional assignment: Professional Standards	Captain
Review grievances and coordinate work with other City staff.	Divisional assignment: Professional Standards	Captain
Coordinate facilities oversight with Department of Corrections and Juvenile Justice programs and manage all audits for Class III holding cells.	Divisional assignment: Professional Standards	Captain
Lead the Investigations, Behavioral Health and Community Engagement Units.	Divisional assignment: Investigations	Captain
Represent the Police Department on county and state committees and advisory boards.	Divisional assignment: Investigations	Captain
Oversee the operational support programs and community orientated policing partnerships.	Divisional assignment: Investigations	Captain
Partner with state agencies on community notifications related to predatory offenders and other compliance registration standards.	Divisional assignment: Investigations	Captain
Collaborate with City and County prosecutors on investigations and prosecutions and provide updates to the Chief of Police.	Divisional assignment: Investigations	Captain
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.	We each use our strengths to create great experiences in our organization and for our community.	Captain
Commit to understanding one another, valuing each other's differences, and adapting behavior to create a workplace where everyone feels like they belong.	We each use our strengths to create great experiences in our organization and for our community.	Captain
Contribute to making a difference to help Burnsville be a great place to live, work, and play.	We each use our strengths to create great experiences in our organization and for our community.	Captain
Review, evaluate and ensure quality of work for the division and assigned employees.	Provide division leadership through planning and directing division operations for efficient and effective service delivery.	Captain
Review, evaluate and ensure quality of work for the division and assigned employees.	Provide division leadership through planning and directing division operations for efficient and effective service delivery.	Captain
Assume command at police incidents and assist subordinates as necessary.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Prepare and conduct shift briefings, inspections and roll call training.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Schedule, assign, and instruct subordinates to ensure adherence to laws and department policies.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Evaluate the work performance of subordinates on a continuous basis and in formal reviews.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Make training and discipline recommendations for subordinates.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant

SERVICE	IMPACT	PRIORITY	REQUIRED
Budget	Budget preparation, monthly reviews of budget line items	Vision	No
Annual Report	Prepare annual report articles (Services overview, grants, animal control, compliance checks, best practices, technology) and proof report	Community Engagement	No
Policy	Policy development and review	Safety	Yes
Purchasing	Purchase Orders, invoice batch entries, P-Card approval	Vision	No
Timesheets	Review for Accuracy and Approve Bi-Weekly	Safety	Yes
Performance Evaluations	Complete Yearly Performance Evaluations and address performance issues throughout the year	Safety	Yes
Law Enforcement Meetings	Attend county wide law enforcement meetings to collect and share information	Vision	Yes
Department support	Provide support and aid to the various working groups within the police department (patrol, investigations, MHU, records staff, administration).	Organizational Culture	Yes
Special events	Engage and interact with the community during special events and assignments.	Community Engagement	Yes
Recruiting	Establish working relationships with Law Enforcement Program directors within the various University systems in Minnesota.	Community Engagement	No
Recruiting	Identify members of the police department interested in recruiting.	Sustainability	No
Recruiting	Assist in the application and interview process with perspective new hires.	Sustainability	No
Recruiting	Identify mentors within the department who work with new employees through the on-boarding training process.	Organizational Culture	No
Leadership	Set direction, create positive culture of shared beliefs and expectations. Communication, clarity, consistency.	Organizational Culture	No
Public Safety	Oversee the effective utilization of equipment, facilities, and technology. Direct the development of recommendations to meet the future equipment, facilities and technology needs.	Safety	No
Public Events	Develop positive relationships with community groups, businesses and citizens. Connect with community organizations and activities in a manner that promotes a positive image of the City.	Community Engagement	No
Team Building	Create positive working relationships with other city staff.	Organizational Culture	No
Public Safety/ Leadership	Support strategic plan priorities. Implement staffing studies.	Safety	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Willingness and desire to lead specialty groups as needed.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Lead proactive policing initiatives.	Promote positive department relationship with the service community.	Police Sergeant
Accept, document and process citizen complaints regarding officers' conduct or department procedures in accordance with agency directives.	Promote positive department relationship with the service community.	Police Sergeant
Participate in agency crime prevention and youth relations activities as required.	Promote positive department relationship with the service community.	Police Sergeant
Coordinate repair and replacement of vehicles and equipment as required.	Oversee proper utilization and maintenance of assigned vehicles and equipment.	Police Sergeant
Inspect police facilities for proper security and maintenance.	Oversee proper utilization and maintenance of assigned vehicles and equipment.	Police Sergeant
Conduct periodic appearance and equipment inspections of subordinates.	Oversee proper utilization and maintenance of assigned vehicles and equipment.	Police Sergeant
Review reports and logs to keep abreast of police activities.	Maintain knowledge of law enforcement developments and changes in related laws and ordinances.	Police Sergeant
Review police incidents and provide coaching as necessary to insure adherence to policy/best practices.	Maintain knowledge of law enforcement developments and changes in related laws and ordinances.	Police Sergeant
Recommend necessary changes in procedures and practices.	Maintain knowledge of law enforcement developments and changes in related laws and ordinances.	Police Sergeant
Respond to police calls and/or emergencies while on or off duty as directed.	Maintain knowledge of law enforcement developments and changes in related laws and ordinances.	Police Sergeant
Maintain individual police skills, including physical conditioning.	Maintain knowledge of law enforcement developments and changes in related laws and ordinances.	Police Sergeant
Other duties as assigned to further the purpose of the police department.	Maintain knowledge of law enforcement developments and changes in related laws and ordinances.	Police Sergeant
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.	We each use our strengths to create great experiences in our organization and for our community.	Police Sergeant
Commit to understanding one another, valuing each other's differences, and adapting behavior to create a workplace where everyone feels like they belong.	We each use our strengths to create great experiences in our organization and for our community.	Police Sergeant
Contribute to making a difference to help Burnsville be a great place to live, work, and play.	We each use our strengths to create great experiences in our organization and for our community.	Police Sergeant

SERVICE	IMPACT	PRIORITY	REQUIRED
Budgeting	Coordinate the department budget, maintaining control of expenditures within budget limitations, recommending service delivery improvements, administering service contracts and analyzing staffing, equipment and technology needs.	Sustainability	No
Employee Engagement	Identify and develop division talent and recognize strengths and achievements of department personnel.	Organizational Culture	No
Community Policing	Guide operations in a procedurally just manner and with a Community Orientated Policing philosophy.	Safety	No
Policy Review	Assist in reviewing policy and recommending changes in alignment with current best practices	Safety	Yes
Leadership/Staff Development	Review the performance of employees and ensure they are meeting departments high standards and are getting necessary resources to succeed	Organizational Culture	Yes
Relationship Building	Build and maintain a strong relationship with ISD 191 to work together to maintain a safe, effective, and positive educational setting for students	Community Engagement	No
Review Aggression Resistance and Pursuit Reports	Review applicable reports and body worn camera video when there are use of force events or pursuits to ensure being done to best practices.	Safety	No
Awards	Review incidents for applicable employee awards.	Organizational Culture	No
Oversee Various Teams	Oversee teams such as: FTO, SWAT, Driving Instructors, Strike Team, PEO	Safety	No
Incident/Injury Report Review	Review incident/injury reports for process improvements to prevent incidents and injuries.	Safety	No
Training Requests	Review training requests	Safety	No
Employee Support	Generally support the needs of all employees	Organizational Culture	No
Policy Trainings	Monthly training on policy	Safety	Yes
Domestic Abuse Engagement	Domestic Abuse Response Team (DART) officers/investigators work proactively with victims of domestic assault to ensure safety, assist in holding suspects accountable, and prevent future violence	Safety	No
Crisis Intervention Team Coordinator	Through enhanced training on mental health, officers learn to utilize patience and empathy when dealing with crisis calls. See Staff Sergeant.	Safety	Yes
Field Training Program (FTO) Coordinator	Development/upkeep of FTO manual, Interviewing/Selecting new FTOs, Assignment of trainees to FTOs, Develop FTO schedules for trainees/trainers.	Organizational Culture	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Prepare and conduct shift briefings, inspections and roll call training.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Make training and discipline recommendations for subordinates.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Willingness and desire to lead specialty groups as needed.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Prepare and conduct shift briefings, inspections and roll call training.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Make training and discipline recommendations for subordinates.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Willingness and desire to lead specialty groups as needed.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Prepare and conduct shift briefings, inspections and roll call training.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Make training and discipline recommendations for subordinates.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Willingness and desire to lead specialty groups as needed.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Willingness and desire to lead specialty groups as needed.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Willingness and desire to lead specialty groups as needed.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Assume command at police incidents and assist subordinates as necessary.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Prepare and conduct shift briefings, inspections and roll call training.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Make training and discipline recommendations for subordinates.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Willingness and desire to lead specialty groups as needed.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Assume command at police incidents and assist subordinates as necessary.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Prepare and conduct shift briefings, inspections and roll call training.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant

SERVICE	IMPACT	PRIORITY	REQUIRED
Field Training Program (FTO) Coordinator	Meet Bi-Weekly to discuss trainee's progress, Report trainees progress to Admin.	Organizational Culture	Yes
Field Training Program (FTO) Coordinator	Organize and approve all Daily Observation Reports (DOR's), Upon completion of FTO process to be submitted to Records staff to be added to permanent training files.	Organizational Culture	Yes
Deer Management	Coordinate with City Staff on running the program, New Ofc Selection and Training, Coordinate Budgets and manage cost spreadsheet, Complete site inspections, purchasing of equipment, Maintain Equipment, Schedule training, Yearly set up, Yearly take down, Coordinate dates and Participate in program. Required Training to Participate in Program	Safety/Community Vibrancy	Yes
Squad Maintenance	Maintain squad availability calendar, Coordinate repairs with IT and Fleet Maintenance, Communicate new squad equipment with IT and Fleet Maintenance	Org Culture	No
IT Specialist for PD	Communicate with IT on PD needs, Complete IT tasks for Officers, Test and Evaluate new products (Dell, Axon Fleet)	Org Culture	No
Defensive Driving	The focus of this specialty is to provide emergency driving techniques to officers on an initial hire and an ongoing basis to keep the public and officers safe while driving on duty. It provides classroom and hands on training to keep the officers current on changes in laws and vehicle functions.	Vision	Yes
Strike Team/Mobile Field Force	Crowd Control Management, Assist Other agencies under mutual aid agreements.	Safety	Yes
Strike Team/Mobile Field Force	Equipment Management (purchase maintain care)	Sustainability	Yes
Strike Team/Mobile Field Force	Training in tactics and responses within own team and teams from surrounding agencies.	Safety	Yes
Honor Guard	Participate in Law Enforcement funerals statewide. Participate in department and city-wide events as identified by the Chief.	Organizational Culture	No
Use of Force Team	Organize, develop and instruct department wide police training relating to: firearms, less lethal control devices, and control tactics. Oversee department instructors and make sure department members receive POST mandated training.	Safety	Yes
Emergency Action Group	Respond to high risk calls for service (to include high risk warrants, barricaded subjects, hostage incidents, civilian rescue, support of MFF teams, active shooter response, etc...)	Safety	Yes
Emergency Action Group	Through trainings, debriefs, table top exercises etc... officers on the EAG team are capable and responsible for handling high risk calls for service	Organizational Culture	Yes
Emergency Action Group	Perform necessary actions required of a first responding tactical officer at the scene	Safety	Yes
Emergency Action Group	Attend monthly training as well as yearly SMTT training	Vision	Yes
Emergency Action Group	Maintain effective use of resources, equipment and tactics	Safety	Yes
Emergency Action Group	Maintain familiarization with types of hostage situations, principles of negotiation, hostage behavior, and dealing with the media.	Safety	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Make training and discipline recommendations for subordinates.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Willingness and desire to lead specialty groups as needed.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Assume command at police incidents and assist subordinates as necessary.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Prepare and conduct shift briefings, inspections and roll call training.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Make training and discipline recommendations for subordinates.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Willingness and desire to lead specialty groups as needed.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Assume command at police incidents and assist subordinates as necessary.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Prepare and conduct shift briefings, inspections and roll call training.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Make training and discipline recommendations for subordinates.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Willingness and desire to lead specialty groups as needed.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Assume command at police incidents and assist subordinates as necessary.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Prepare and conduct shift briefings, inspections and roll call training.	Lead a team of officers in the delivery of proactive police service.	Police Sergeant
Patrols assigned areas, checking for suspicious activities and actively seeking wanted persons or property.	Deters and detects unlawful activities by effective police work.	Police Officer
Performs investigation work, including the identification and gathering of evidence, questioning victims, suspects and witnesses, and following up on related leads.	Deters and detects unlawful activities by effective police work.	Police Officer
Arrests and processes suspects, documents evidence, appears and/or testifies in court as required.	Deters and detects unlawful activities by effective police work.	Police Officer
Serves subpoenas as directed.	Deters and detects unlawful activities by effective police work.	Police Officer
Properly investigates complaints, maintains order in disputes.	Responds to and effectively handles police calls for assistance on and off duty.	Police Officer
Responds to and handles medical and police emergencies.	Responds to and effectively handles police calls for assistance on and off duty.	Police Officer
Provides rescue help and emergency first aid treatment as necessary.	Responds to and effectively handles police calls for assistance on and off duty.	Police Officer

SERVICE	IMPACT	PRIORITY	REQUIRED
Emergency Action Group	Proactively seek ways to improve yourself and the team. Do more than the minimum	Organizational Culture	No
Emergency Action Group	Debrief culture: Provide and expect constructive criticism as a key tool for team improvement	Organizational Culture	No
Emergency Action Group	Fast response mobilization for department needs such as lost or missing persons, evidence recovery or natural disasters.	Infrastructure	No
Emergency Action Group	Developing future leaders within the organization through training and experience	Vision	No
Emergency Action Group	Community education on EAG tactics, equipment and training (I.E. presenting at Citizens Academy)	Community Engagement	No
Use of Force team sergeant	Organize, schedule, and train police department members in use of force topics, maintain department equipment, armor firearms, equipment ordering	Safety	Yes
Exercise Design Team	Plan annual county wide exercises to critical incidents for police/fire/EMS	Safety	Yes
EM training	Provide workplace violence/personal safety training to local businesses, places of worship, and medical facilities	Community Engagement	Yes
EM coordinator	Schedule security and other resources for the International Festival and the Burnsville Festival and Fire Muster	Safety	Yes
EM coordinator	Attend regular meetings with other EM coordinators from other municipalities and The Ridges hospital	Safety	Yes
Respond to calls	Respond to and take calls as assigned.	Safety	Yes
Activity Log	Record major incidents/statistics in a daily log	Safety	No
Public Events	Develop positive relationships with community groups, businesses and citizens. Connect with community organizations and activities in a manner that promotes a positive image of the City.	Community Engagement	No
Team Building	Create positive working relationships with other city staff.	Organizational Culture	No
Training	Participate in various trainings	Safety	Yes
Policy Trainings	Monthly training on policy	Safety	Yes
Domestic Abuse Engagement	Domestic Abuse Response Team (DART) officers/investigators work proactively with victims of domestic assault to ensure safety, assist in holding suspects accountable, and prevent future violence	Safety	No
Deer Management	Coordinate with City Staff on running the program, New Ofc Selection and Training, Coordinate Budgets and manage cost spreadsheet, Complete site inspections, purchasing of equipment, Maintain Equipment, Schedule training, Yearly set up, Yearly take down, Coordinate dates and Participate in program. Required Training to Participate in Program	Safety/ Community Vibrancy	Yes
New Recruit Training	Teach new officers 4th Amendment Search and Seizure	Safety	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Provides support to Fire Department personnel as necessary and as directed.	Responds to and effectively handles police calls for assistance on and off duty.	Police Officer
Directs traffic as needed, reports hazardous conditions, gives warnings and issues citations.	Monitors and ensures proper flow of traffic and responds to traffic incidents.	Police Officer
Enforces parking ordinances, reports abandoned or damaged vehicles, and assists stranded motorists	Monitors and ensures proper flow of traffic and responds to traffic incidents.	Police Officer
Investigates and prepares reports on traffic accidents.	Monitors and ensures proper flow of traffic and responds to traffic incidents.	Police Officer
Gathers evidence from drivers and witnesses.	Monitors and ensures proper flow of traffic and responds to traffic incidents.	Police Officer
Prepares diagrams of the scene and reports for police records.	Monitors and ensures proper flow of traffic and responds to traffic incidents.	Police Officer
Answers questions, provides directions and prompt assistance as needed.	Maintain positive and effective community relations.	Police Officer
Participates in public relations activities as directed.	Maintain positive and effective community relations.	Police Officer
Handles all other crime prevention duties as assigned.	Maintain positive and effective community relations.	Police Officer
Maintains and improves individual police skills, including physical conditioning.	Maintain knowledge of law enforcement developments and changes in related laws and ordinances.	Police Officer
Ensures proper maintenance and safe operation of assigned vehicles and equipment.	Maintain knowledge of law enforcement developments and changes in related laws and ordinances.	Police Officer
Reports damage, loss, or improperly operating equipment as necessary.	Maintain knowledge of law enforcement developments and changes in related laws and ordinances.	Police Officer
Other duties as assigned to further the purpose of the police department.	Maintain knowledge of law enforcement developments and changes in related laws and ordinances.	Police Officer
Properly investigates complaints, maintains order in disputes.	Responds to and effectively handles police calls for assistance on and off duty.	Police Officer
Responds to and handles medical and police emergencies.	Responds to and effectively handles police calls for assistance on and off duty.	Police Officer
Provides rescue help and emergency first aid treatment as necessary.	Responds to and effectively handles police calls for assistance on and off duty.	Police Officer
Patrols assigned areas, checking for suspicious activities and actively seeking wanted persons or property.	Deters and detects unlawful activities by effective police work.	Police Officer
Patrols assigned areas, checking for suspicious activities and actively seeking wanted persons or property.	Deters and detects unlawful activities by effective police work.	Police Officer

SERVICE	IMPACT	PRIORITY	REQUIRED
New Recruit Training	Teach new officers Traffic stop laws	Safety	Yes
Defensive Driving	The focus of this specialty is to provide emergency driving techniques to officers on an initial hire and an ongoing basis to keep the public and officers safe while driving on duty. It provides classroom and hands on training to keep the officers current on changes in laws and vehicle functions.	Vision	Yes
Strike Team/Mobile Field Force	Crowd Control Management, Assist Other agencies under mutual aid agreements.	Safety	Yes
Strike Team/Mobile Field Force	Crowd Control, Respond to Riot/Protests, Rapid Response to Active Incidents (Looting, Arson, Assaults, Support of MFF)	Safety	Yes
Strike Team/Mobile Field Force	Equipment Management (purchase maintain care)	Sustainability	Yes
Strike Team/Mobile Field Force	Training in tactics and responses within own team and teams from surrounding agencies.	Safety	Yes
Honor Guard	Participate in Law Enforcement funerals statewide. Participate in department and city-wide events as identified by the Chief.	Organizational Culture	No
Use of Force Team	Organize, develop and instruct department wide police training relating to: firearms, less lethal control devices, and control tactics. Oversee department instructors and make sure department members receive POST mandated training.	Safety	Yes
Emergency Action Group	Respond to high risk calls for service (to include high risk warrants, barricaded subjects, hostage incidents, civilian rescue, support of MFF teams, active shooter response, etc...)	Safety	Yes
Emergency Action Group	Through trainings, debriefs, table top exercises etc... officers on the EAG team are capable and responsible for handling high risk calls for service	Organizational Culture	Yes
Emergency Action Group	Perform necessary actions required of a first responding tactical officer at the scene	Safety	Yes
Emergency Action Group	Attend monthly training as well as yearly SMTT training	Vision	Yes
Emergency Action Group	Maintain effective use of resources, equipment and tactics	Safety	Yes
Emergency Action Group	Fast response mobilization for department needs such as lost or missing persons, evidence recovery or natural disasters.	Infrastructure	No
Emergency Action Group	Developing future leaders within the organization through training and experience	Vision	No
Emergency Action Group	Community education on EAG tactics, equipment and training (I.E. presenting at Citizens Academy)	Community Engagement	No
Mobile Command Post maintenance and training	Conduct bi-monthly trainings with the mobile command post team to ensure they and the MCP have operational readiness	Safety	Yes
Respond to calls	Respond to and take calls as assigned.	Safety	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Performs investigation work, including the identification and gathering of evidence, questioning victims, suspects and witnesses, and following up on related leads.	Deters and detects unlawful activities by effective police work.	Police Officer
Arrests and processes suspects, documents evidence, appears and/or testifies in court as required.	Deters and detects unlawful activities by effective police work.	Police Officer
Performs investigation work, including the identification and gathering of evidence, questioning victims, suspects and witnesses, and following up on related leads.	Coordinates and plans investigations through effective police investigations work.	Police Investigator
Obtains, processes and documents physical evidence, victim statements, electronic evidence and follows departmental procedures.	Coordinates and plans investigations through effective police investigations work.	Police Investigator
Arrests and processes suspects, documents evidence, arrange for warrant, subpoenas, appears and/or testifies in court as required.	Coordinates and plans investigations through effective police investigations work.	Police Investigator
Develop cases for prosecution, work with prosecuting attorney's office to recommend disposition of cases.	Coordinates and plans investigations through effective police investigations work.	Police Investigator
Coordinate investigations with County Child and Adult Protection.	Coordinates and plans investigations through effective police investigations work.	Police Investigator
Assist in Predatory Offender Registration checks.	Coordinates and plans investigations through effective police investigations work.	Police Investigator
Maintains external contacts and other law enforcement agencies for intelligence information.	Coordinates and plans investigations through effective police investigations work.	Police Investigator
Be available for after-hours response and coordination of investigative needs.	Coordinates and plans investigations through effective police investigations work.	Police Investigator
Work with and train rotating investigators to facilitate learning and gain experience.	Coordinates and plans investigations through effective police investigations work.	Police Investigator
Performs drug related investigation work, including the identification and gathering of evidence, questioning victims, suspects and witnesses, and following up on related leads.	Coordinates and plans investigations within the framework of the Dakota County Drug Task Force (DCDTF) Joint Powers Agreement through effective police investigations work.	Police Investigator
Responsible for responding to and being a liaison with Burnsville investigators, as well as state and federal law enforcement in the areas of violent crime, firearm violations, gangs and fugitive apprehensions.	Coordinates and plans investigations within the framework of the Dakota County Drug Task Force (DCDTF) Joint Powers Agreement through effective police investigations work.	Police Investigator
Obtains, processes and documents physical evidence, victim statements, electronic evidence follow departmental procedures.	Coordinates and plans investigations within the framework of the Dakota County Drug Task Force (DCDTF) Joint Powers Agreement through effective police investigations work.	Police Investigator
Arrests and processes suspects with department members and other DCDTF participants, documents evidence, arranges for warrants, subpoenas, appears and/or testifies in court as required.	Coordinates and plans investigations within the framework of the Dakota County Drug Task Force (DCDTF) Joint Powers Agreement through effective police investigations work.	Police Investigator
Develop cases for prosecution and work with prosecuting attorney's office to recommend disposition of cases.	Coordinates and plans investigations within the framework of the Dakota County Drug Task Force (DCDTF) Joint Powers Agreement through effective police investigations work.	Police Investigator

SERVICE	IMPACT	PRIORITY	REQUIRED
Jail transportation	Provide transportation to county jails of those arrested.	Safety	Yes
Written reports	Prepare written reports documenting activities and provide details for crime victims.	Community Engagement	Yes
Electronic Crimes Unit/Drug Task Force/MFF	Cooperate with surrounding communities, state and federal agencies and participate on various intergovernmental task forces or committees	Safety	No
Training	Participate in various trainings	Safety	Yes
Transparency/ Accountability	Mandated reporting entry for required complaints.	Safety	Yes
Policy Trainings	Monthly training on policy	Safety	Yes
Criminal Investigations	Team members investigate a large number of persons and property crimes as well as Child and Adult protection cases	Safety	Yes
Predatory Offender Registration (POR)	Regularly monitor and check in with POR's living in Burnsville	Safety	Yes
Domestic Abuse Engagement	Domestic Abuse Response Team (DART) officers/investigators work proactively with victims of domestic assault to ensure safety, assist in holding suspects accountable, and prevent future violence	Safety	No
Electronic Crimes Investigation	Dakota County Electronic Crimes Unit (ECU)-BPD has one investigator assigned full time to investigate all aspects of electronics crimes	Safety	No
Criminal GPS Tracking	Obtain necessary legal documents and use available technology to track suspects and stolen property	Safety	No
Stolen Property Recovery/ Investigation	Investigations Unit assigned to our pawn and reseller shops to monitor crime and recover stolen property	Safety	No
Hiring/Backgrounds	Numerous investigators are assigned to do in depth background investigations on candidates interested in working at BPD	Safety	No
Body Worn Camera (BWC) Maintenance/ Updates	Inv Sgt. oversees BWC program. This involves regular technological, policy, and training mandates for continuous use and upgrades	Safety	Yes
Asset Forfeiture	Researches forfeitures resulting from criminal acts and works in collaboration with city and county officials to file necessary paperwork for asset forfeitures	Safety	Yes
Vulnerable Adult Protection	Receives, reviews, and investigates MN Adult Abuse Reporting Center (MAARC) reports submitted by Social Services agencies	Safety	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Transport and test in custody and non in custody evidence throughout the county.	Coordinates and plans investigations within the framework of the Dakota County Drug Task Force (DCDTF) Joint Powers Agreement through effective police investigations work.	Police Investigator
Conducts drug prevention and community building presentations or assignments.	Maintain positive and effective community relations.	Police Investigator
Answers questions, provides directions and prompt assistance as needed.	Maintain positive and effective community relations.	Police Investigator
Participates in public relations activities as directed.	Maintain positive and effective community relations.	Police Investigator
Maintains external contacts and other law enforcement agencies for continuing intelligence information.	Maintain positive and effective community relations.	Police Investigator
Bring our organizational values of innovation, collaboration and excellence to work every day.	Use your strengths to create great experiences in our organization and community.	Police Investigator
Be involved in and enthusiastic about your work and workplace.	Use your strengths to create great experiences in our organization and community.	Police Investigator
Make outrageous efforts to reach and connect the community.	Use your strengths to create great experiences in our organization and community.	Police Investigator
Answers questions, provides directions and prompt assistance as needed.	Maintain positive and effective community relations.	Police Investigator
Respond to in-progress mental health related calls.	Provide crisis and mental health response to the community.	Behavioral Health Officer
Provide first point of contact for community members suffering with mental illness, chemical dependency and homeless/unsheltered living conditions.	Provide crisis and mental health response to the community.	Behavioral Health Officer
Initiate problem-solving methods, provide follow up and referral opportunities for high consumer activity.	Provide crisis and mental health response to the community.	Behavioral Health Officer
Forge partnerships and provide coordinated service offerings with Dakota Co Crisis, NAMI MN, MN CIT, Burnsville Fire Dept, and other recognized mental health professional organizations.	Provide crisis and mental health response to the community.	Behavioral Health Officer
Participate in outreach, community educational events and departmental training to keep abreast of current laws/ best practices for mental health response.	Provide crisis and mental health response to the community.	Behavioral Health Officer
Assist patrol and other department units in determining if a person needs immediate crisis services.	Provide crisis and mental health response to the community.	Behavioral Health Officer
Develop programs that foster better understanding of police roles and interactions in the community (citizen's police academy, senior academy, teacher's academy, etc.)	Maintains positive community engagement support and services.	Behavioral Health Officer
Coordinate with other city employees for participation and facilitation of community engagement activities: neighborhood meetings, Night to Unite, Neighborhood Watch meetings and neighborhood listening sessions.	Maintains positive community engagement support and services.	Behavioral Health Officer

SERVICE	IMPACT	PRIORITY	REQUIRED
Drug Task Force	Plan investigation of criminal cases within the framework of the Dakota County Drug Task Force (DCDRUG TASK FORCE) Joint Powers Agreement.	Organizational Culture	No
Drug Task Force	Develop cases for prosecution. Build accurate and complete case files through reports of action and findings. Perform follow-up on case assignments. Recommend disposition of cases and appear in court as required.	Organizational Culture	No
Drug Task Force	Conduct drug prevention and community building presentations or assignments.	Community Engagement	No
Drug Task Force	Provide education or training to department members on drug trends and drug interdiction strategies as needed.	Safety	No
Drug Task Force	Keep abreast of criminal justice developments impacting the conduct and prosecution of drug and organized crime cases.	Safety	No
Special events	Engage and interact with the community during special events and assignments.	Community Engagement	Yes
Respond to calls	Respond to and take calls as assigned.	Safety	Yes
Jail transportation	Provide transportation to county jails of those arrested.	Safety	Yes
Written reports	Prepare written reports documenting activities and provide details for crime victims.	Community Engagement	Yes
Relationship Building	Foster a strong collaborative relationship with partners at Dakota County Social Services to help meet the needs of those residents needing assistance with homelessness and mental health resources	Community Engagement	No
Policy Trainings	Monthly training on policy	Safety	Yes
Crisis/mental health response	Respond to in-progress mental health related calls.	Safety	Yes
Crisis/mental health response	Forge working partnerships with Dakota Co Crisis, NAMI MN, MN CIT, Burnsville Fire Dept, and other recognized mental health professional organizations.	Community Engagement	No
Crisis/mental health response	Participate in coordinated service offerings with mental health professionals, the Burnsville Fire Dept., and Dakota County partners.	Safety	No
Crisis/mental health response	Willing to assist patrol and other units within the department in determining if a person who may be in crisis and in need of services immediately.	Community Engagement	No
Crisis/mental health response	Review data on crisis related reports for potential follow up and referral opportunities and identify high consumer activity. Initiate problem-solving methods to meet individual needs.	Organizational Culture	No
Special events	Engage and interact with the community during special events and assignments.	Community Engagement	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Stay up to date on current laws and best practices for mental health response.	Maintains positive community engagement support and services.	Behavioral Health Officer
Review police calls at licensed rental properties, issue strikes as appropriate under City ordinance.	Maintains positive community engagement support and services.	Behavioral Health Officer
Establish a community-oriented policing and problem-solving approach to the multi-housing community.	Maintains positive community engagement support and services.	Behavioral Health Officer
Maintain and develop the Burnsville area multi-housing managers group.	Maintains positive community engagement support and services.	Behavioral Health Officer
Keep abreast of the latest community prevention, safety, and wellness theories and practices by attending seminars and training sessions.	Maintains positive community engagement support and services.	Behavioral Health Officer
Partner and provide resources to other and department staff and community agencies on mental health related issues and housing.	Maintains positive community engagement support and services.	Behavioral Health Officer
Provide support to Dakota County Drug Task Force agents.	Assists the Drug Task Force, School Resource Officer and other agencies.	Behavioral Health Officer
Respond to in-progress mental health related calls.	Provide crisis and mental health response to the community.	Community Engagement Officer
Provide first point of contact for community members suffering with mental illness, chemical dependency and homeless/unsheltered living conditions.	Provide crisis and mental health response to the community.	Community Engagement Officer
Initiate problem-solving methods, provide follow up and referral opportunities for high consumer activity.	Provide crisis and mental health response to the community.	Community Engagement Officer
Forge partnerships and provide coordinated service offerings with Dakota Co Crisis, NAMI MN, MN CIT, Burnsville Fire Dept, and other recognized mental health professional organizations.	Provide crisis and mental health response to the community.	Community Engagement Officer
Participate in outreach, community educational events and departmental training to keep abreast of current laws/ best practices for mental health response.	Provide crisis and mental health response to the community.	Community Engagement Officer
Assist patrol and other department units in determining if a person needs immediate crisis services.	Provide crisis and mental health response to the community.	Community Engagement Officer
Develop programs that foster better understanding of police roles and interactions in the community (citizen's police academy, senior academy, teacher's academy, etc.)	Maintains positive community engagement support and services.	Community Engagement Officer
Coordinate with other city employees for participation and facilitation of community engagement activities: neighborhood meetings, Night to Unite, Neighborhood Watch meetings and neighborhood listening sessions.	Maintains positive community engagement support and services.	Community Engagement Officer
Stay up to date on current laws and best practices for mental health response.	Maintains positive community engagement support and services.	Community Engagement Officer

SERVICE	IMPACT	PRIORITY	REQUIRED
Respond to calls	Respond to and take calls as assigned.	Safety	Yes
Jail transportation	Provide transportation to county jails of those arrested.	Safety	Yes
Written reports	Prepare written reports documenting activities and provide details for crime victims.	Community Engagement	Yes
Community Outreach	Help organize and oversee community engagement efforts and respond appropriately to complaints or concerns from the community	Community Engagement	No
Policy Trainings	Monthly training on policy	Safety	Yes
Community engagement	Review police calls at licensed rental properties and issue strikes as appropriate under City ordinance.	Safety	No
Community engagement	Establish a community-oriented policing and problem solving approach to the multi-housing community. Provide enforcement, crime prevention, and training to the multi-housing community. Maintain and further develop the Burnsville area multi-housing managers group.	Community Engagement	No
Community engagement	Coordinate the Citizens' Academy program.	Community Engagement	No
Community engagement	Be a resource and provide assistance to Retail/Commercial, School Resource Officers, Patrol, Investigation, Support Services, Fire Department, or other City Staff and projects as requested and necessary. Manage projects as identified or assigned.	Community Engagement	No
Community engagement	Maintain community and professional contacts as needed to promote the City Council's Strategic Priorities well as specific crime, fire, and safety prevention strategies. Contacts will include businesses, residents, media, retail, volunteers, citizens, other law enforcement agencies, City staff, or other groups and/or individuals as needed.	Community Engagement	No
Community engagement	Assist with the Neighborhood Watch Program to maintain and further develop as a community resource forum, which will serve as a communications network which may include crime and fire safety prevention seminars, community displays, speaking engagements, and all other community activities as deemed necessary.	Community Engagement	No
Crimestoppers Coordinator	Receive and respond to community tips, Distribution of Information, Follow up, and close out cases for tip coordination.	Safety/ Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Review police calls at licensed rental properties, issue strikes as appropriate under City ordinance.	Maintains positive community engagement support and services.	Community Engagement Officer
Establish a community-oriented policing and problem-solving approach to the multi-housing community.	Maintains positive community engagement support and services.	Community Engagement Officer
Maintain and develop the Burnsville area multi-housing managers group.	Maintains positive community engagement support and services.	Community Engagement Officer
Keep abreast of the latest community prevention, safety, and wellness theories and practices by attending seminars and training sessions.	Maintains positive community engagement support and services.	Community Engagement Officer
Assists in the identification of pre-delinquent children and eliminating delinquency-producing factors.	Maintains positive and effective relations with local school administrators and county partners.	School Resource Officer
Attend meetings with local and county personnel as a resource in developing and adopting procedures to contribute to the prevention of juvenile delinquency.	Maintains positive and effective relations with local school administrators and county partners.	School Resource Officer
Supports county welfare officers, probation personnel and members of the professional community.	Maintains positive and effective relations with local school administrators and county partners.	School Resource Officer
Assists with understanding of Dakota County Juvenile Court System.	Maintains positive and effective relations with local school administrators and county partners.	School Resource Officer
Engages with students during school and youth activities.	Facilitate positive relationships with students.	School Resource Officer
Participate in school and community affairs.	Facilitate positive relationships with students.	School Resource Officer
Facilitate education programs for students.	Facilitate positive relationships with students.	School Resource Officer
Assist administration in follow up with families.	Facilitate positive relationships with students.	School Resource Officer
Attend extra-curricular activities and community listening sessions.	Facilitate positive relationships with students.	School Resource Officer
Bring our organizational values of innovation, collaboration and excellence to work every day.	Use your strengths to create great experiences in our organization and community.	School Resource Officer
Be involved in and enthusiastic about your work and workplace.	Use your strengths to create great experiences in our organization and community.	School Resource Officer
Make outrageous efforts to reach and connect the community.	Use your strengths to create great experiences in our organization and community.	School Resource Officer

SERVICE	IMPACT	PRIORITY	REQUIRED
Special events	Engage and interact with the community during special events and assignments.	Community Engagement	Yes
Respond to calls	Respond to and take calls as assigned.	Safety	Yes
Jail transportation	Provide transportation to county jails of those arrested.	Safety	Yes
Written reports	Prepare written reports documenting activities and provide details for crime victims.	Community Engagement	Yes
Relationship Building	Build and maintain a strong relationship with ISD 191 to work together to maintain a safe, effective, and positive educational setting for students	Community Engagement	No
Policy Trainings	Monthly training on policy	Safety	Yes
Special events	Engage and interact with the community during special events and assignments.	Community Engagement	Yes
Respond to calls	Respond to and take calls as assigned.	Safety	Yes
Jail transportation	Provide transportation to county jails of those arrested.	Safety	Yes
Written reports	Prepare written reports documenting activities and provide details for crime victims.	Community Engagement	Yes
School Resource officer	Work closely with school counselors, assist in the identification of pre-delinquent children, and attempt to eliminate delinquency-producing factors. Accept assignments and follow-up referrals requested by school staff members, as appropriate.	Community Engagement	No
School Resource officer	Attend school staff meetings as a resource person in developing and adopting procedures that will contribute to the prevention of juvenile delinquency.	Community Engagement	No
School Resource officer	Communicate and cooperate with county welfare officers, probation personnel, and other members of the professional community when appropriate.	Safety	No
School Resource officer	Be a part of a total team effort, working with other assigned school resource officers, to provide role models and to prevent undesirable behavior patterns from developing in our community's youth. Endeavor to build and maintain rapport between youth and the police by day-to-day contact as a resource person.	Organizational Culture	No
School Resource officer	Assist and advise in security matters regarding school buildings and properties that are supervised by school staff members.	Safety	No
School Resource officer	Maintain individual police skills, including physical conditioning. Stay abreast of developments in the youth relations field and changes in related laws and ordinances. Keep the members of the police department informed on activities and incidents at the school.	Safety	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Collect and analyze data to identify relationships to recognize patterns and implications for law enforcement personnel.	Champion collection, analysis and presentation of data to inform Police Department operations.	Police Services Manager
Align behavior and work with PD culture, mission and core values.	Champion collection, analysis and presentation of data to inform Police Department operations.	Police Services Manager
Prepare comprehensive written reports and oral presentations	Champion collection, analysis and presentation of data to inform Police Department operations.	Police Services Manager
Prepare & submit Council Agenda and Work Session backgrounds for any Police related items	Champion collection, analysis and presentation of data to inform Police Department operations.	Police Services Manager
Annual budgeting.	Champion collection, analysis and presentation of data to inform Police Department operations.	Police Services Manager
Utilize professional and academic resources to support analysis and reporting processes.	Champion collection, analysis and presentation of data to inform Police Department operations.	Police Services Manager
Complete and oversee department data requests	Champion collection, analysis and presentation of data to inform Police Department operations.	Police Services Manager
Apply for and manage grants	Champion collection, analysis and presentation of data to inform Police Department operations.	Police Services Manager
Provide leadership to Records Manger and staff.	Collaborate with departmental, local, and regional partners in sharing information and resources.	Police Services Manager
Support Police Chief and command staff.	Collaborate with departmental, local, and regional partners in sharing information and resources.	Police Services Manager
Manage police data requests and document preservation requests.	Collaborate with departmental, local, and regional partners in sharing information and resources.	Police Services Manager
Be a resource to department personnel on crime analysis and access to automated resources.	Collaborate with departmental, local, and regional partners in sharing information and resources.	Police Services Manager
Provide support to others in the preparation and presentation of data and execution of tasks.	Collaborate with departmental, local, and regional partners in sharing information and resources.	Police Services Manager
Provide input, data, statistics and information for the city and department website.	Champion data and informational analysis for the benefit of the department and the city.	Police Services Manager
Assist staff in assembly and presentation of information for Police initiatives and multimedia display.	Champion data and informational analysis for the benefit of the department and the city.	Police Services Manager

SERVICE	IMPACT	PRIORITY	REQUIRED
Public Safety/ Leadership	Support strategic plan priorities. Implement staffing studies.	Organizational Culture	No
Policy Review	Assist in reviewing policy and recommending changes in alignment with current best practices	Safety	No
Leadership/Staff Development	Review the performance of employees and ensure they are meeting departments high standards and are getting necessary resources to succeed	Organizational Culture	No
CJN Committee	Participate on the county wide CJN committee.	Safety	No
Budget Development	Assist in developing and reviewing yearly budget.	Sustainability	No
Policy Review	Assist in policy development and review.	Organizational Culture	No
Employee Support	Generally support the needs of all employees	Safety	No
Policy Trainings	Monthly training on policy	Organizational Culture	No
Terminal Agency Coordinator (TAC)	Manage BCA Joint Powers Agreements, ensure agency policies/procedures in compliance with BCA/CJIS requirements, oversee/submit fingerprints for those with access to CJI or unescorted access to PD, ensure staff are running CJI queries appropriately, and properly completing second party checks and packing of records, audits	Safety	Yes
Grants	Search grant opportunities, write and submit applications, grant acceptance, monthly/quarterly/annual grant reporting, grant finances, grant closeouts, coordinate with Grants Management Coordinator	Safety	Yes
Towing Services	RFP, contract negotiations, annual contract renewal	Organizational Culture	Yes
Animal Control	RFP, contract negotiations, annual contract renewal, monthly invoices, citizen complaints and follow up, coordinate dangerous dog and potentially dangerous dog designation appeals, animal ordinance revisions	Safety	No
Budget	Budget preparation, monthly reviews of budget line items	Safety	Yes
Data Practices	Oversee department data practices, assign, review, and fulfill data requests	Safety	Yes
Council Backgrounds	Prepare department Council agenda backgrounds (contracts, Joint Powers Agreements, purchasing, ordinance revisions, grants)	Organizational Culture	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Manage audits and contract agreements related to police operations.	Champion data and informational analysis for the benefit of the department and the city.	Police Services Manager
Utilize department information systems to design user friendly reports.	Champion data and informational analysis for the benefit of the department and the city.	Police Services Manager
Inspect relevant crime bulletins.	Champion data and informational analysis for the benefit of the department and the city.	Police Services Manager
Provide analytical support for internet-related and other major crimes to develop leads, document information and identify issues.	Provide data to support the use of law enforcement resources and the deployment of the department personnel.	Police Services Manager
Analyze offender data to provide suspect leads and targets for surveillance or directed patrol.	Provide data to support the use of law enforcement resources and the deployment of the department personnel.	Police Services Manager
Collect evidence and provide analysis.	Provide data to support the use of law enforcement resources and the deployment of the department personnel.	Police Services Manager
Provide expert testimony when necessary.	Provide data to support the use of law enforcement resources and the deployment of the department personnel.	Police Services Manager
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.	We each use our strengths to create great experiences in our organization and for our community.	Police Services Manager
Commit to understanding one another, valuing each other's differences, and adapting behavior to create a workplace where everyone feels like they belong.	We each use our strengths to create great experiences in our organization and for our community.	Police Services Manager
Contribute to making a difference to help Burnsville be a great place to live, work, and play.	We each use our strengths to create great experiences in our organization and for our community.	Police Services Manager
Provide analytical support for internet-related and other major crimes to develop leads, document information and identify issues.	Provide data to support the use of law enforcement resources and the deployment of the department personnel.	Police Services Manager
Compiling data on issues, complaints or grievances.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Compose routine and complex correspondence.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Performs various administrative tasks including notarization and departmental and personnel file management.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Coordinates calendars and events and prepares meeting materials. Attends meetings as needed.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Transcribes confidential matter for Internal Affairs investigations.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Disseminates and monitors completion of annual performance reviews. Serves as liaison with Human Resources Department.	Provides administrative support for the Command staff.	Senior Administrative Assistant

SERVICE	IMPACT	PRIORITY	REQUIRED
Software System Access	System Administer, manage roles and permissions in multiple software systems, assign user rights, modify user rights, delete user rights, request access for external systems	Safety	Yes
Audits	POC, prepare for, and resolve findings for BCA CJIS, BCA Hot Files, NCIC Administrative, NCIC Criminal History, N-Dex, LEIS, FBI NIBRS, Body Camera audits	Organizational Culture	No
CJIS Certifications	Manage BCA Single Certification Training and Certification (PD Staff) and CJIS Security Awareness Training and Certifications (non-PD Staff)	Organizational Culture	No
Records Management	Administration of paper and digital records, data retention, document destruction, and destruction documentation	Safety	Yes
Compliance Checks	Oversee and conduct alcohol and tobacco compliance checks in coordination with officers and underage buyers, manage buy money, complete reports, reporting to Dakota County Public Health	Safety	No
NIBRS Data Quality	Complete monthly NIBRS data quality reviews/updates	Safety	No
Lawsuits/Complaints	Provide data to LMC attorneys, discovery requests, document preservation	Safety	Yes
Technology	Software procurement, RFPs, software reviews/ratings, system admin., training and implementation, troubleshooting, manage integrations between systems and public facing information, resource/presentations to other agencies	Vision	No
BCA Supplemental Reporting	Prepare and submit monthly BCA Supplemental Reports (pursuit, UOF/ firearms discharge, etc.)	Safety	Yes
Statistics	Prepare monthly Axon statistics/reports, ROAR reports/stats, statistic requests as needed	Community Engagement	No
Reports	Run and prepare monthly and yearly reports and other analysis reports upon request and design user friendly reports	Safety	Yes
Administrative	Activate/Terminate licenses.	Organizational Culture	No
Budget	Budget preparation, monthly reviews of budget line items	Safety	Yes
Annual Report	Prepare annual report articles (Services overview, grants, animal control, compliance checks, best practices, technology) and proof report	Safety	Yes
Reports	Run and prepare monthly and yearly reports and other analysis reports upon request and design user friendly reports	Safety	Yes
Agreements/ contracts	Keeper of signed documents	Safety	Yes
Awards/ Commendations	Create/record awards given to staff	Vision	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Prepares documents including the department's annual report, the City's monitoring report, commendations, Special/General/Personnel Orders, Training Bulletins.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Prepare monthly department statistics.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Maintains the department's files and records.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Monitor mandatory deadlines for State and Federal reporting requirements.	Monitor regulatory requirements.	Senior Administrative Assistant
Notification and coordination to agencies for licensing requirements, educational reimbursement, policy and training compliance, misconduct and termination.	Monitor regulatory requirements.	Senior Administrative Assistant
Manage required compliance training and checks.	Monitor regulatory requirements.	Senior Administrative Assistant
Align behavior and work with PD culture, mission and core values	Maintain effective community and public communications and relations.	Senior Administrative Assistant
Serve as the department's Notary Public.	Maintain effective community and public communications and relations.	Senior Administrative Assistant
Have a strong knowledge of the operations of the City, ordinances and department policies and procedures.	Maintain effective community and public communications and relations.	Senior Administrative Assistant
Assists with Emergency Management Coordinator with the City's Emergency Operations Plan.	Provides departmental support	Senior Administrative Assistant
Provides support to records staff as needed.	Provides departmental support	Senior Administrative Assistant
Supports CE/BHU with statistical information gathering, PowerPoints.	Provides departmental support	Senior Administrative Assistant
Assists with annual budget process	Assists with departmental financial responsibilities.	Senior Administrative Assistant
Performs accounting functions such as purchase orders, invoices, credit cards, departmental cash funds.	Assists with departmental financial responsibilities.	Senior Administrative Assistant
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.	We each use our strengths to create great experiences in our organization and for our community.	Senior Administrative Assistant
Commit to understanding one another, valuing each other's differences, and adapting behavior to create a workplace where everyone feels like they belong.	We each use our strengths to create great experiences in our organization and for our community.	Senior Administrative Assistant
Contribute to making a difference to help Burnsville be a great place to live, work, and play.	We each use our strengths to create great experiences in our organization and for our community.	Senior Administrative Assistant
Compose routine and complex correspondence.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Prepares documents including the department's annual report, the City's monitoring report, commendations, Special/General/Personnel Orders, Training Bulletins.	Provides administrative support for the Command staff.	Senior Administrative Assistant

SERVICE	IMPACT	PRIORITY	REQUIRED
BPD Alumni	Keep alumni informed via email of BPD news	Community Engagement	No
Complaints/ Lawsuits/IA's	Keeper of documents/log sent on to attorney quarterly		
Credit Card	Reconcile Chief and Deputy Chief pcards	Safety	Yes
Driving Diversion	Receive/submit paperwork and money to Finance	Safety	No
General Orders	Create/disperse to all personnel assignments and updates	Safety	Yes
License plate orders	Create letters to DVS for squad and INV cars	Safety	No
Meeting minutes	Note taker for meetings	Safety	No
MN POST BOARD	File with MN POST for request of new officer license, retire the license, terminate the license or change the workplace on the license	Safety	Yes
Notice to testify	Send notice to current and retired officers if they need to go to court	Safety	No
Personnel Orders	Create when an officer joins a specialty, goes onto light duty, received discipline or entertains off duty employment	Safety	No
Policies	Work with Professional Standards Captain to update/disperse work policies	Safety	Yes
Training Bulletins	Keeper/create and disperse with new laws, forms, procedures	Safety	No
Uniform badges	Maintain stock	Safety	No
Use of Force Reports	Keeper/log	Safety	Yes
APS/LEADS	Create invoices and keep track of billable transactions	Safety	No
Dak Co Fees	Keep track of Dak Co Court monthly fees	Safety	Yes
Performance Reviews	Create/send to supervisor bi-monthly and annual reviews	Safety	Yes
Police Activity Report	Log daily the important incidents and specialty call outs	Safety	No
Budget Expense Report	Monthly create an expense report and share with Leadership Team	Safety	No

SERVICE	IMPACT	PRIORITY	REQUIRED
Statistics	Monthly create the BPD statistics and send out to city and PD	Safety	No
Alcohol and Tobacco	Send out approval/denied letters to local businesses	Safety	Yes
Emergency Op Plans	Work with Em Management Sgt to keep the plans current	Safety	Yes
Emergency Data Forms	Yearly update employees' emergency data information	Safety	No
Accident/Injury Reports	Keeper/file with HR and finance/log	Safety	Yes
Annual Report	Create with help of each specialty yearly	Safety	No
Grievance Report Summary	Work with Prof. Standards Captain to see if there are any grievances. If so, then them on the Chief and Captains	Safety	Yes
MN Dept of Revenue	Submit to Dept of Revenue to claim police state aid	Safety	Yes
Pursuit Summary	Provide yearly summary of pursuits to Chief and Captains	Safety	No
UOF summary	Provide yearly summary of calls using UOF to Chief and Captains	Safety	No
MN POST alleged misconduct report	Review and tally number of CCRs and IAs – provide to Chief to submit	Safety	Yes
MN POST policy and training compliance rept.	Review and indicate whether we are compliant on policies and training and provide to Chief to submit	Safety	Yes
DOJ Equitable Sharing	Verify and Federal forfeiture activity and submit to the DOJ	Safety	Yes
MN POST renewals	Renew all licenses when due	Safety	Yes
Mayor's Proclamation	Create yearly the LE Proclamation for Mayor	Safety	No
Budget	Enter the PD Budget and submit to Finance	Safety	No
MN POST Reimb. For continuing ed expenses	Add/delete officers who have been employed with the PD for at least 6 months to receive reimbursement	Safety	Yes
Supervisor assignments	Keeper of supervisor assignments and hierarchy in GT	Safety	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Compose routine and complex correspondence.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Prepares documents including the department's annual report, the City's monitoring report, commendations, Special/General/Personnel Orders, Training Bulletins.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Compose routine and complex correspondence.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Prepares documents including the department's annual report, the City's monitoring report, commendations, Special/General/Personnel Orders, Training Bulletins.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Compose routine and complex correspondence.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Prepares documents including the department's annual report, the City's monitoring report, commendations, Special/General/Personnel Orders, Training Bulletins.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Compose routine and complex correspondence.	Provides administrative support for the Command staff.	Senior Administrative Assistant
Conducts and oversees unit training and directs work, creating clarity so everyone can perform their best.	Collaborates in planning, development, and implementation of the Police Records staff workflow.	Records Supervisor
Supports the crime analyst function to meet departmental priorities.	Collaborates in planning, development, and implementation of the Police Records staff workflow.	Records Supervisor
Assists in Police Records functions according to need and priority.	Collaborates in planning, development, and implementation of the Police Records staff workflow.	Records Supervisor
Performs periodic evaluations of work flows for quality assurance and to recommend process improvements.	Collaborates in planning, development, and implementation of the Police Records staff workflow.	Records Supervisor
Responds to external inquiries from other law enforcement agencies and citizens.	Monitors and analyzes the regulatory and departmental environment to ensure compliance.	Records Supervisor
Oversees evaluation of records to ensure compliance with departmental policy, state policy and Data Privacy legislation.	Monitors and analyzes the regulatory and departmental environment to ensure compliance.	Records Supervisor
Respond to inquiries and requests from internal and external sources.	Champion information distribution in accordance with department policy to meet the needs of the organization and community.	Records Supervisor
Acts as liaison with external agencies to facilitate exchange of information.	Champion information distribution in accordance with department policy to meet the needs of the organization and community.	Records Supervisor
Perform the duties of backup Terminal Agency Coordinator as required by the Bureau of Criminal Apprehension.	Champion information distribution in accordance with department policy to meet the needs of the organization and community.	Records Supervisor
Bring our organizational values of innovation, collaboration and excellence to work every day.	Use your strengths to create great experiences in our organization and community.	Records Supervisor

SERVICE	IMPACT	PRIORITY	REQUIRED
Burnsville In Brief	Create/suggest articles for the monthly Burnsville in Brief	Safety	No
Officer of the Year	Arrange voting, order plaque, submit nomination to MNCPA and MPPOA	Safety	No
Petty cash	Keeper of petty cash – can reimburse officers	Safety	No
Supplies	Order supplies for whole department	Safety	No
Phone calls	Monitor Chief's phone calls and answer if I can help them	Safety	No
Admin support	Provide admin support for command staff	Safety	No
Notary	Available to all PD	Safety	No
Employee Support	Generally support the needs of all employees	Organizational Culture	No
Policy Trainings	Monthly training on policy	Safety	Yes
Task List	Keep tasks current and up to date and assign and rotate tasks to ensure the knowledge of the unit is 3 people deep	Safety	Yes
Scheduling/ Work and Time Off Management	Schedule and approve work schedules, hybrid schedules, vacations, purchased leave, wellness time and sick and FMLA leaves	Safety	Yes
Work Assignments	Assign daily work such as transcription requests, data requests through GOV QA, back up coverage, etc.	Safety	Yes
Invoicing	Wells Fargo Statement, Shred It Statement, Billing for Yearly News Release	Safety	Yes
Timesheets	Review for Accuracy and Approve Bi-Weekly	Safety	Yes
Performance Evaluations	Complete Yearly Performance Evaluations and address performance issues throughout the year	Safety	Yes
Recruitment and Hiring	Finding the right candidate for the Records Unit through the recruitment process	Vision	Yes
Yearly Destruction	Yearly destruction of records per Retention Schedule	Safety	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Be involved in and enthusiastic about your work and workplace.	Use your strengths to create great experiences in our organization and community.	Records Supervisor
Make outrageous efforts to reach and connect the community.	Use your strengths to create great experiences in our organization and community.	Records Supervisor
Supports the crime analyst function to meet departmental priorities.	Collaborates in planning, development, and implementation of the Police Records staff workflow.	Records Supervisor
Assists in Police Records functions according to need and priority.	Collaborates in planning, development, and implementation of the Police Records staff workflow.	Records Supervisor
Supports the crime analyst function to meet departmental priorities.	Collaborates in planning, development, and implementation of the Police Records staff workflow.	Records Supervisor
Assists in Police Records functions according to need and priority.	Collaborates in planning, development, and implementation of the Police Records staff workflow.	Records Supervisor
Assists in Police Records functions according to need and priority.	Collaborates in planning, development, and implementation of the Police Records staff workflow.	Records Supervisor
Utilize various law enforcement, commercial, and open source databases to obtain information for police investigations and operations. Preserve and document findings. Organize, analyze, and visualize data into products such as link charts, graphs, maps, timelines, and summaries.	Perform collection, analysis, and presentation of data to further police investigations/ operations.	Crime Analyst
Provide intelligence and time-sensitive officer safety alerts to patrol, as well as pre-planning research and real-time information support during search warrants, surveillance, negotiations, EAG (SWAT) operations, and other events.	Perform collection, analysis, and presentation of data to further police investigations/ operations.	Crime Analyst
Champion the use of data analysis and technology to increase efficiency and effectiveness within Police Department operations. Create statistical products to evaluate Key Performance Indicators, provide recommendations, develop supporting technologies, and conduct follow-up analysis.	Perform collection, analysis, and presentation of data to further police investigations/ operations.	Crime Analyst
Produce periodic information bulletin to share internally and with law enforcement partners.	Collaborate with departmental, local, and regional partners in sharing information and resources.	Crime Analyst
Attend regular law enforcement information sharing meetings, and review external information bulletins. Work to identify connections to trends, suspects, and cases from other jurisdictions.	Collaborate with departmental, local, and regional partners in sharing information and resources.	Crime Analyst
Respond to requests for information from internal and external parties.	Collaborate with departmental, local, and regional partners in sharing information and resources.	Crime Analyst

SERVICE	IMPACT	PRIORITY	REQUIRED
Records Maintenance	Ensure accuracy of departmental records and procedures	Safety	Yes
Relationships	Facilitate strong departmental and citizen relationships	Vision	No
Best Practices	Research and implement best practices	Safety	Yes
Service	Provide efficient and effective quality service	Organizational Culture	No
Police Academy and Software Setup	Presentation of Police Records role to new hires and setting up software accounts	Vision	Yes
FTO Specialty Week	Schedule in person overview of Records Unit with new hires and Records personnel	Organizational Culture	No
Department support	Provide support and aid to the various working groups within the police department (patrol, investigations, MHU, records staff, administration).	Organizational Culture	Yes
Team Building	Create positive working relationships with other city staff.	Organizational Culture	No
Training	Participate in various trainings	Safety	Yes
Policy Trainings	Monthly training on policy	Safety	Yes
Crime Data Analysis	Crime Analyst tracks crime trends and provides information to deploy resources as needed. Also, the Crime Analyst is responsible for assisting investigators as well as other agencies with complicated case and information management.	Safety	No
IT Specialist for PD	Communicate with IT on PD needs, Complete IT tasks for Officers, Test and Evaluate new products (Dell, Axon Fleet)	Org Culture	No
Crime Analysis	A resource to citizens and department personnel	Safety	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Establish and maintain cooperative relationships with analysts and other personnel from local, state, and federal law enforcement agencies through networking and information sharing.	Collaborate with departmental, local, and regional partners in sharing information and resources.	Crime Analyst
Participate in department, county, state, or regional information sharing efforts during critical incidents, civil unrest, dignitary support, or other exigencies.	Collaborate with departmental, local, and regional partners in sharing information and resources.	Crime Analyst
Remain current on consumer technology and applications, law enforcement and data analysis best practices, open source data resources, Minnesota data practices laws, and investigative workflows.	Champion data and informational analysis for the benefit of the department and city.	Crime Analyst
Assist the police department with research and implementation of new technologies.	Champion data and informational analysis for the benefit of the department and city.	Crime Analyst
Identify gaps in department information or operational capabilities and suggest improvements.	Champion data and informational analysis for the benefit of the department and city.	Crime Analyst
Participate in department initiatives and serve as a representative of the city.	Champion data and informational analysis for the benefit of the department and city.	Crime Analyst
Provide expert testimony when necessary.	Champion data and informational analysis for the benefit of the department and city.	Crime Analyst
Respond to callouts while on or off duty and provide analytical support as needed.	Champion data and informational analysis for the benefit of the department and city.	Crime Analyst
Assists with administrative tasks in records, crime prevention, and animal control.	Provide assistance to Police Department support services.	Community Service Officer
Safeguards and preserves recovered property under the control of the police department.	Provide assistance to Police Department support services.	Community Service Officer
Reviews traffic studies and attends to radar speed duties.	Provide assistance to Police Department support services.	Community Service Officer
Assists with fingerprinting and tobacco compliance checks.	Provide assistance to Police Department support services.	Community Service Officer
Maintains and files department records, compiles and tabulates data.	Provide assistance to Police Department support services.	Community Service Officer
Other duties as assigned to further the purpose of the police department.	Provide assistance to Police Department support services.	Community Service Officer
Assists with prisoner booking, prisoner transport, and dispatch support.	Provide assistance to patrol and investigation in the delivery of police services.	Community Service Officer
Coordinates equipment maintenance, inventory control and procurement.	Provide assistance to patrol and investigation in the delivery of police services.	Community Service Officer
Assists Officers with traffic direction, security standby, and vehicle lockouts.	Provide assistance to patrol and investigation in the delivery of police services.	Community Service Officer
Supports positive community relations through facility tours, court messenger service, and taking minor reports.	Provide assistance to patrol and investigation in the delivery of police services.	Community Service Officer
Assists with evidence handling and processing, interagency report and evidence delivery.	Provide assistance to patrol and investigation in the delivery of police services.	Community Service Officer

SERVICE	IMPACT	PRIORITY	REQUIRED
Data and Task Support	Provide support in the preparation and presentation of data and execution of tasks	Safety	Yes
Law Enforcement Meetings	Attend county wide law enforcement meetings to collect and share information	Vision	Yes
BCA, ProPhoenix and Other Conferences	Attend conferences to stay abreast of new laws, statutes, updates, etc.	Safety	Yes
Reports	Run and prepare monthly and yearly reports and other analysis reports upon request and design user friendly reports	Safety	Yes
Crime Analysis	A resource to citizens and department personnel		
Crime Analysis	A resource to citizens and department personnel		
Crime Analysis	A resource to citizens and department personnel		
Crime Analysis	A resource to citizens and department personnel		
Public Events	Develop positive relationships with community groups, businesses and citizens. Connect with community organizations and activities in a manner that promotes a positive image of the City.	Community Engagement	No
Team Building	Create positive working relationships with other city staff.	Organizational Culture	No
Training	Participate in various trainings	Safety	Yes
Policy Trainings	Monthly training on policy	Safety	Yes
Special events	Engage and interact with the community during special events and assignments.	Community Engagement	Yes
Respond to calls	Respond to and take calls as assigned.	Safety	Yes
Jail transportation	Provide transportation to county jails of those arrested.	Safety	Yes
Written reports	Prepare written reports documenting activities and provide details for crime victims.	Community Engagement	Yes
Respond to calls	Respond to and take calls as assigned.		
Respond to calls	Respond to and take calls as assigned.		
Respond to calls	Respond to and take calls as assigned.		

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Transcribe documents from a variety of sources including police reports, statements, and search warrants.	Provide clerical support to management and staff as needed.	Records Technician
Greet the public, answer incoming inquiries for the Police Department.	Provide clerical support to management and staff as needed.	Records Technician
Responsible for specialized administrative functions for the Police Department.	Provide clerical support to management and staff as needed.	Records Technician
Stay updated on data practices laws.	Provide clerical support to management and staff as needed.	Records Technician
Acquire and maintain State and Federal certifications.	Provide clerical support to management and staff as needed.	Records Technician
Prepare and process other reports, memos, forms, licenses, permits, and correspondence.	Provide clerical support to management and staff as needed.	Records Technician
Review reports to ensure accuracy and completeness.	Process, track, and securely file police data.	Records Technician
Follow-up with Officers to clarify or secure additional materials.	Process, track, and securely file police data.	Records Technician
Distribute police reports and data to appropriate staff, authorities, or agencies in accordance with data practices.	Process, track, and securely file police data.	Records Technician
Oversee and operate departmental records computer system.	Process, track, and securely file police data.	Records Technician
Enter, retrieve, update, and reconcile system data to ensure accuracy.	Process, track, and securely file police data.	Records Technician
Access state criminal justice data system in accordance with CJIS security policy.	Process, track, and securely file police data.	Records Technician
Verify hot file information, modify or delete agency entries.	Process, track, and securely file police data.	Records Technician
As a valuable part of our organization, actively contributes ideas to make us better.	We believe strongly in collaboration and our employees perform a variety of duties as a part of their role to promote the best possible service to the public.	Records Technician
Looks for opportunities to be on the leading edge of public service.	We believe strongly in collaboration and our employees perform a variety of duties as a part of their role to promote the best possible service to the public.	Records Technician
Business Partners – City Attorney, County Attorney, other law enforcement agencies, Social Workers and Probation Workers, ICE, ATF, etc.	We believe strongly in collaboration and our employees perform a variety of duties as a part of their role to promote the best possible service to the public.	Records Technician
Offer credit card payments.	We believe strongly in collaboration and our employees perform a variety of duties as a part of their role to promote the best possible service to the public.	Records Technician

SERVICE	IMPACT	PRIORITY	REQUIRED
Team Building	Create positive working relationships with other city staff.	Organizational Culture	No
Training	Participate in various trainings	Safety	Yes
Policy Trainings	Monthly training on policy	Safety	Yes
Data Entry	Data entry of police reports, accident reports, citations/MNCIS Parking, arrests, formal complaints, and drug task force reports into records management system, OD Map, DOC detention entry, submission of NIBRS data to State	Safety	Yes
Background Checks	Conduct background checks for criminal justice employment, massage licenses, liquor licenses	Safety	Yes
Police Reports	Process incoming paperwork and distribution of reports to Records, Prosecutors, Courts, Atty. General, Driver and Vehicle Services	Safety	Yes
Data Requests	Process data requests from citizens, prosecutors, criminal justice agencies, social service agencies, probation, insurance agencies, discovery requests, Crime Victim Reparations Board, attorneys	Safety	Yes
Transcription	Transcribe reports, statements, 911 calls, body camera video	Safety	Yes
Gun Permits	Background check, data entry, prepare permits card or denial letter	Safety	Yes
Solicitor/Peddler/	Background check, data entry, prepare permit card or denial letter, process payment	Safety	Yes
Mobile Vendor Permits	Process permits	Safety	Yes
Laserfiche Scanning	Miscellaneous report documents, training records	Safety	Yes
NCIC Hot Files	Hot file entry second party checks, modifications, monthly validations	Safety	Yes
Keyholder Entry/ Updates	Add, modify, delete business keyholder information for access by dispatch	Safety	Yes
Criminal History Queries	Run criminal histories for background checks, investigators, officers	Safety	Yes
Suspense Files	Resolve criminal history records in suspense status	Safety	Yes
Weekly News Release	Prepare and distribute weekly news release/media report	Community Engagement	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Performs other duties as apparent or assigned.	We believe strongly in collaboration and our employees perform a variety of duties as a part of their role to promote the best possible service to the public.	Records Technician
Bring our organizational values of collaboration, innovation, and excellence to work every day to deliver the best possible public service.	We each use our strengths to create great experiences in our organization and for our community.	Records Technician
Commit to understanding one another, valuing each other's differences, and adapting behavior to create a workplace where everyone feels like they belong.	We each use our strengths to create great experiences in our organization and for our community.	Records Technician
Contribute to making a difference to help Burnsville be a great place to live, work, and play.	We each use our strengths to create great experiences in our organization and for our community.	Records Technician
Oversee and operate departmental records computer system.	Process, track, and securely file police data.	Records Technician
Oversee and operate departmental records computer system.	Process, track, and securely file police data.	Records Technician
Greet the public, answer incoming inquiries for the Police Department.	Provide clerical support to management and staff as needed.	Records Technician

SERVICE	IMPACT	PRIORITY	REQUIRED
911 & Radio Traffic Audio Requests	Process requests for 911 and radio traffic audio files and upload into Evidence.com	Safety	Yes
Process Bail Bond	Prepare check request, enter into finance system, bail log	Safety	Yes
Finance System Entry & Deposit	Enter cash receipts into finance system and prepare weekly deposit	Safety	Yes
False Alarms	Process false alarms, send warning letters and prepare data for invoicing	Safety	Yes
Expungements	Expunge records per court order from case files, records management system, send letters to Plaintiff	Safety	Yes
Court Notifications	Notify officers of court dates/times and/or cancellations	Safety	Yes
Reception	Greet and assist citizens coming into lobby, answer and direct telephone calls	Community Engagement	Yes

PUBLIC WORKS

DETAILED SERVICE INVENTORY

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Coordinates and efficient environment for the public and internal staff	Cross-trains in various areas necessary to serve as a back-up when needed.	Administrative Clerk
Provides excellent service to the public and staff in person and over the phone	Greets the public and staff at the public works front desk.	Administrative Clerk
Performs support services for the public works team.	Maintains calendars and scheduling for various rooms and meetings.	Administrative Clerk
Performs support services for the public works team.	Oversees special programs and projects as assigned.	Administrative Clerk
Coordinates and efficient environment for the public and internal staff	Oversees the general cleanliness of the maintenance facility and upkeep projects.	Administrative Clerk
Coordinates and efficient environment for the public and internal staff	Receives and distributes mail.	Administrative Clerk
Provides excellent service to the public and staff in person and over the phone	Takes incoming calls, answers questions and gets the public to the appropriate place for help.	Administrative Clerk
Assists with the planning and direction of engineering activities	Administer contracts for in-house and consultant designed projects, work to keep projects within budget while being fair with contractors to maintain effective relationships, review and approve project schedules, contractor payments, work orders, and supplemental agreements.	Assistant City Engineer
Assists with the planning and direction of engineering activities	Attend City Council or Commission meetings as directed by City Engineer.	Assistant City Engineer
Assists with the planning and direction of engineering activities	Collaborate with public works maintenance operations staff on design of public improvement projects to ensure improvements are as maintainable as possible.	Assistant City Engineer
Oversees public relations to ensure community satisfaction during municipal construction projects	In coordination with Engineering Specialist, responds to flooding/ water damage complaints, coordinates and evaluates drainage improvements, and makes recommendations if flooding situations are eligible for public improvements.	Assistant City Engineer
Assists with the planning and direction of engineering activities	Lead the department on new technology as it pertains to project management and project delivery, including but not limited to RT Vision – One Office, ArcGIS applications and web maps, website updates, and AutoCAD Civil 3D.	Assistant City Engineer
Assists with the planning and direction of engineering activities	Oversee the generation of record drawings of public projects in a timely and accurate manner.	Assistant City Engineer
Oversees public relations to ensure community satisfaction during municipal construction projects	Creates a positive experience for project stakeholders, develops customer service skills of project personnel, updates residents affected by municipal construction projects utilizing various communication tools.	Assistant City Engineer
Assists with the planning and direction of engineering activities	Develop and update City ordinances and policies for the construction program as necessary to meet the needs of the program.	Assistant City Engineer

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Cross-trains in various areas necessary to serve as a back-up when needed.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Greets the public and staff at the public works front desk.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Maintains calendars and scheduling for various rooms and meetings.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversees special programs and projects as assigned.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversees the general cleanliness of the maintenance facility and upkeep projects.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Receives and distributes mail.	Infrastructure	No
Facilitate proactive management and ensure timely delivery of projects.	Takes incoming calls, answers questions and gets the public to the appropriate place for help.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Administer contracts for in-house and consultant designed projects, work to keep projects within budget.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Attend City Council or Commission meetings as directed by City Engineer.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Collaborate with public works maintenance operations staff on design of public improvement projects ensuring improvements.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	In coordination with Engineering Specialist, responds to flooding/water damage complaints, coordinates and evaluates drainage improvements,	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Lead the department on new technology as it pertains to project management and project delivery.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversee the generation of record drawings of public projects in a timely and accurate manner.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Creates a positive experience for project stakeholders, develops customer service skills of project personnel, updates.	Community Engagement	Yes
Oversee project quality and alignment with community standards.	Develop and update City ordinances and policies for the construction program as necessary.	Infrastructure	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Assists with the planning and direction of engineering activities	Oversee inspection and construction management activities of staff and consulting engineers to ensure work completion according to the plans and specifications and with sensitivity to the needs of affected property owners/general public.	Assistant City Engineer
Assist in leading the department in the delivery of all public works activities.	Assist the Public Works Director, Natural Resources Manager, and City Engineer with asset management and overall, long term infrastructure planning.	Assistant Public Works Director
Assist in leading the department in the delivery of all public works activities.	Assist with preparation, coordination, implementation and management of Capital Improvement Plans.	Assistant Public Works Director
Assist in leading the department in the delivery of all public works activities.	Evaluate public works programs, procedures and operations to identify potential improvements.	Assistant Public Works Director
Assist the budget preparation and monitoring of funds.	Lead with the preparation and monitoring of the street, storm water, parks, fleet and utilities budgets; including relevant capital projects	Assistant Public Works Director
Oversee contract work and compliance.	Oversee the work of a wide range of consultants working on division capital and operations.	Assistant Public Works Director
Assist in leading the department in the delivery of all public works activities.	Provide oversight and direction to street, storm water, fleet, parks and utilities divisions, and work to achieve goals and objectives.	Assistant Public Works Director
Assist in leading the department in the delivery of all public works activities.	Provide technical infrastructure management and project support to public works division superintendents.	Assistant Public Works Director
Assist the budget preparation and monitoring of funds.	Regularly communicate and coordinate with Engineering division staff on budgeting, project budgets, and long term planning.	Assistant Public Works Director
Assist the budget preparation and monitoring of funds.	Regularly communicate and coordinate with Finance staff on project budgets and monitoring.	Assistant Public Works Director
Assist in leading the department in the delivery of all public works activities.	Responsible for ensuring safety and compliance in daily operations.	Assistant Public Works Director
Assist in leading the department in the delivery of all public works activities.	Responsible for overall facilitation and management of Street Maintenance Joint Powers Agreement.	Assistant Public Works Director
Oversee contract work and compliance.	Supervise contract compliance for the division, including preparation of quote and bid packages, specifications, awarding contracts and compliance.	Assistant Public Works Director
Oversee contract work and compliance.	Support Project Managers with consultant and contractor projects.	Assistant Public Works Director
Assist in leading the department in the delivery of all public works activities.	Make critical and time sensitive decisions pertaining to public works services and emergency operations with the City Engineer and Natural Resources Manager in the Public Works Director's absence.	Assistant Public Works Director
Plans and directs all engineering activities and work quality.	Serve as the primary contact with other agencies as it relates to transportation and infrastructure.	City Engineer
Plans and directs all engineering activities and work quality.	Attend City Council meetings and other public meetings as needed, answering questions and making presentations when necessary.	City Engineer

SERVICE	IMPACT	PRIORITY	REQUIRED
Oversee project quality and alignment with community standards.	Oversee inspection and construction management activities of staff and consulting engineers ensuring work completion.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist the Public Works Director, Natural Resources Manager, and City Engineer with asset management.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist with preparation, coordination, implementation and management of Capital Improvement Plans.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Evaluate public works programs, procedures and operations to identify potential improvements.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Lead with the preparation and monitoring of the street, storm water, parks, fleet and utilities.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversee the work of a wide range of consultants working on division capital and operations.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provide oversight and direction to street, storm water, fleet, parks and utilities divisions.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provide technical infrastructure management and project support to public works division superintendents.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Regularly communicate and coordinate with Engineering division staff on budgeting, project budgets, and long term.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Regularly communicate and coordinate with Finance staff on project budgets and monitoring.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Responsible for ensuring safety and compliance in daily operations.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Responsible for overall facilitation and management of Street Maintenance Joint Powers Agreement.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Supervise contract compliance for the division, including preparation of quote and bid packages, specifications.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Support Project Managers with consultant and contractor projects.	Organizational Culture	Yes
Provide leadership continuity and operational stability.	Make critical and time sensitive decisions pertaining to public works services and emergency operations.	Safety	Yes
Ensure compliance and effective collaboration for city initiatives.	Serve as the primary contact with other agencies as it relates to transportation and infrastructure.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Attend City Council meetings and other public meetings as needed, answering questions and making presentations.	Community Engagement	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Plans and directs all engineering activities and work quality.	Collaborate in the annual Capital Improvement Plan development	City Engineer
Plans and directs all engineering activities and work quality.	Direct staff oversight for traffic management responses and solutions, right-of-way management and erosion control inspection and enforcement.	City Engineer
Plans and directs all engineering activities and work quality.	Evaluate City needs and formulate short-term and long-term goals, objectives and plans.	City Engineer
Oversee contract work and manage various programs.	Manage the administration of programs designed to protect the environment and improve water quality including but not limited to the Water Resources Management plan, NPDES MS4 permit and City ordinances.	City Engineer
Assist the budget preparation and monitoring of funds.	Monitor funds and use of budget.	City Engineer
Plans and directs all engineering activities and work quality.	Monitor the annual submittal of Municipal State Aid Street Reports including certification of mileage, mapping and needs updating and oversee the every 4-year traffic counting program.	City Engineer
Oversee contract work and manage various programs.	Oversee consultants on private development engineering and plat review to ensure compliance with engineering standards, codes and general practices and serves on Development Review Committee.	City Engineer
Assist the budget preparation and monitoring of funds.	Oversee long term project planning.	City Engineer
Plans and directs all engineering activities and work quality.	Oversee the coordination of annual street and utility projects.	City Engineer
Assist the budget preparation and monitoring of funds.	Prepare the annual budget, including capital planning	City Engineer
Assist the budget preparation and monitoring of funds.	Regularly meet with finance staff regarding project budgets.	City Engineer
Plans and directs all engineering activities and work quality.	Supervise special assessment process for public improvements.	City Engineer
Oversee contract work and manage various programs.	Oversee development contracts for private construction of public infrastructure, and complete building permit reviews that include earth disturbance and public utility connections.	City Engineer
Provides excellent customer service to internal and external stakeholders.	Communicates scope of project to property owners and keeps them informed of project status.	Construction Technician
Assists with development of project plans and specifications.	Drafts project plans using computer aided design software.	Construction Technician
Assists with development of project plans and specifications.	Gathers infrastructure condition data through preliminary structure inspections.	Construction Technician
Inspect municipal construction projects to ensure conformance with City standards to ensure good quality and longevity of improvements.	Inspect and enforce erosion control requirements to protect the City's natural resources.	Construction Technician
Maintains clear and accurate records for construction projects.	Makes CAD and/or GIS modifications as part of preliminary design and/or record drawing production.	Construction Technician

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Collaborate in the annual Capital Improvement Plan developmet.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Direct staff oversight for traffic management responses and solutions, right-of-way management and erosion control inspection.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Evaluate City needs and formulate short-term and long-term goals, objectives and plans.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Manage the administration of programs designed to protect the environment and improve water quality.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Monitor funds and use of budget.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Monitor the annual submittal of Municipal State Aid Street Reports including certification of mileage and mapping.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversee consultants on private development engineering and plat review ensuring compliance with engineering standards and codes.	Infrastructure	No
Facilitate proactive management and ensure timely delivery of projects.	Oversee long term project planning.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversee the coordination of annual street and utility projects.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare the annual budget, including capital planning	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Regularly meet with finance staff regarding project budgets.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Supervise special assessment process for public improvements.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Oversee development contracts for private construction of public infrastructure, and complete building permit reviews.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Communicates scope of project to property owners and keeps them informed of project status.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Drafts project plans using computer aided design software.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Gathers infrastructure condition data through preliminary structure inspections.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Inspect and enforce erosion control requirements to protect the City's natural resources.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Makes CAD and/or GIS modifications as part of preliminary design and/or record drawing production.	Infrastructure	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Assists with development of project plans and specifications.	Prepares cost estimates for projects.	Construction Technician
Inspect municipal construction projects to ensure conformance with City standards to ensure good quality and longevity of improvements.	Promote a safe work environment by performing tasks in a safe manner and utilizing personal protective equipment.	Construction Technician
Inspect municipal construction projects to ensure conformance with City standards to ensure good quality and longevity of improvements.	Collaborate with contractors to ensure clean, safe, and accessible construction sites are maintained.	Construction Technician
Assists with development of project plans and specifications.	Drafts project specifications and construction documents.	Construction Technician
Inspect municipal construction projects to ensure conformance with City standards to ensure good quality and longevity of improvements.	Informs Project Manager of significant matters on construction projects to take appropriate action.	Construction Technician
Inspect municipal construction projects to ensure conformance with City standards to ensure good quality and longevity of improvements.	Inspect construction to ensure adherence by the contractor to relevant plans and specifications.	Construction Technician
Maintains clear and accurate records for construction projects.	Maintains daily construction diary and item record accounts.	Construction Technician
Maintains clear and accurate records for construction projects.	Prepares monthly construction contract payment estimates.	Construction Technician
Maintains clear and accurate records for construction projects.	Provides post-construction marked up plans for completion of record drawings.	Construction Technician
Provides excellent customer service to internal and external stakeholders.	Responds to public inquiries and concerns related to engineering and construction matters	Construction Technician
Provides excellent customer service to internal and external stakeholders.	Schedules and participates in weekly construction progress meetings.	Construction Technician
Provides excellent customer service to internal and external stakeholders.	Solves problems on construction projects through collaboration with the contractor and residents.	Construction Technician
Assists engineering team with construction management and delivery.	Assists with City asset management.	Engineering Specialist
Assists engineering team with construction management and delivery.	Assists with preliminary plan and specification development utilizing CAD and GIS programs.	Engineering Specialist
Assists engineering team in traffic management, erosion control inspections, and other engineering related projects and tasks.	Issuing and administering right-of-way permits.	Engineering Specialist
Assists engineering team in traffic management, erosion control inspections, and other engineering related projects and tasks.	Managing erosion control inspections and ensuring compliance with the City's MS4 permit.	Engineering Specialist

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Prepares cost estimates for projects.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Promote a safe work environment by performing tasks in a safe manner and utilizing personal.	Safety	Yes
Oversee project quality and alignment with community standards.	Collaborate with contractors ensuring clean, safe, and accessible construction sites are maintained.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Drafts project specifications and construction documents.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Informs Project Manager of significant matters on construction projects to take appropriate action.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Inspect construction ensuring adherence by the contractor to relevant plans and specifications.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Maintains daily construction diary and item record accounts.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Prepares monthly construction contract payment estimates.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Provides post-construction marked up plans for completion of record drawings.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Responds to public inquiries and concerns related to engineering and construction matters	Community Engagement	Yes
Oversee project quality and alignment with community standards.	Schedules and participates in weekly construction progress meetings.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Solves problems on construction projects through collaboration with the contractor and residents.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assists with City asset management.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assists with preliminary plan and specification development utilizing CAD and GIS programs.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Issuing and administering right-of-way permits.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Managing erosion control inspections and ensuring compliance with the City's MS4 permit.	Sustainability	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Assists engineering team in traffic management, erosion control inspections, and other engineering related projects and tasks.	Responds to day-to-day traffic comments/complaints.	Engineering Specialist
Assists engineering team in traffic management, erosion control inspections, and other engineering related projects and tasks.	Serves as City representative for partner agency projects and studies.	Engineering Specialist
Serves as the engineering representative for development review and inspection.	Works collaboratively with City staff to review building permits, development/redevelopment proposals, utility permits, and grading permits.	Engineering Specialist
Assists engineering team with construction management and delivery.	Assists with construction staking and topographic survey tasks.	Engineering Specialist
Serves as the engineering representative for development review and inspection.	Coordinates as-built documentation for permitted construction activity.	Engineering Specialist
Serves as the engineering representative for development review and inspection.	Coordinates permit review and construction with developers, permit applicants, and contractors.	Engineering Specialist
Assists engineering team with construction management and delivery.	Inspects City infrastructure and assists with construction observation.	Engineering Specialist
Serves as the engineering representative for development review and inspection.	Inspects utilities and improvements associated with development and permitted construction activity.	Engineering Specialist
Supervises and coordinates the activities of an engineering survey crew.	Confers with supervisor when problems are encountered to obtain recommendations and authority for revision of plans.	Engineering Technician III
Responsible for the accuracy of all survey data and care of all equipment	Coordinates transfer of field data between the field and office.	Engineering Technician III
Supervises and coordinates the activities of an engineering survey crew.	Coordinates with engineering staff to establish and maintain standards for CAD design, record drawings, ADA requirements, and survey data.	Engineering Technician III
Supervises and coordinates the activities of an engineering survey crew.	Determines the exact location of areas to be surveyed and types of surveys to be performed.	Engineering Technician III
Responsible for the accuracy of all survey data and care of all equipment	Maintains up-to-date knowledge of operation of electronic data collectors, total stations, GPS units, and levels.	Engineering Technician III
Responsible for the accuracy of all survey data and care of all equipment	Makes required mathematical computations to determine exact points, angles, elevations, and measurements of area involved.	Engineering Technician III
Responsible for the accuracy of all survey data and care of all equipment	Requisition of supplies and equipment as needed and ensure that equipment is properly maintained and serviced.	Engineering Technician III
Responsible for the accuracy of all survey data and care of all equipment	Assists in the preparation of designs and cost estimates for construction projects.	Engineering Technician III
Supervises and coordinates the activities of an engineering survey crew.	Provides for construction staking for city projects.	Engineering Technician III

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Responds to day-to-day traffic comments/complaints.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Serves as City representative for partner agency projects and studies.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Works collaboratively with City staff to review building permits, development/redevelopment proposals, utility permits, and grading.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Assists with construction staking and topographic survey tasks.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Coordinates as-built documentation for permitted construction activity.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Coordinates permit review and construction with developers, permit applicants, and contractors.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Inspects City infrastructure and assists with construction observation.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Inspects utilities and improvements associated with development and permitted construction activity.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Confers with supervisor when problems are encountered to obtain recommendations and authority for revision.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Coordinates transfer of field data between the field and office.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Coordinates with engineering staff to establish and maintain standards for CAD design and record drawings.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Determines the exact location of areas to be surveyed and types of surveys.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintains up-to-date knowledge of operation of electronic data collectors, total stations, GPS units, and levels.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Makes required mathematical computations to determine exact points, angles, elevations, and measurements of area involved.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Requisition of supplies and equipment as needed and ensure that equipment is properly maintained.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Assists in the preparation of designs and cost estimates for construction projects.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Provides for construction staking for city projects.	Infrastructure	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Supervises and coordinates the activities of an engineering survey crew.	Works with contractor's representatives on construction projects.	Engineering Technician III
Assists with planning, design, reporting, and estimating for municipal construction projects.	Assists in the review of design and record drawing documents for consultant designed projects.	Engineering Technician IV – Survey and Design
Supervises and coordinates the activities of an engineering survey crew.	Confers with supervisor when problems are encountered to obtain recommendations and authority for revision of plans.	Engineering Technician IV – Survey and Design
Responsible for the accuracy of all survey data and care of all equipment	Coordinates transfer of field data between the field and office.	Engineering Technician IV – Survey and Design
Assists with planning, design, reporting, and estimating for municipal construction projects.	Coordinates with engineering staff to establish and maintain standards for CAD design, record drawings, ADA requirements, and survey data.	Engineering Technician IV – Survey and Design
Supervises and coordinates the activities of an engineering survey crew.	Determines the exact location of areas to be surveyed and types of surveys to be performed.	Engineering Technician IV – Survey and Design
Responsible for the accuracy of all survey data and care of all equipment	Maintains up-to-date knowledge of operation of electronic data collectors, total stations, GPS units, and levels.	Engineering Technician IV – Survey and Design
Responsible for the accuracy of all survey data and care of all equipment	Makes required mathematical computations to determine exact points, angles, elevations, and measurements of area involved.	Engineering Technician IV – Survey and Design
Assists with planning, design, reporting, and estimating for municipal construction projects.	Performs and assists in the collection and transfer of geospatial and attribute data with a survey grade GPS unit with data collector and/or other digital data collection methods.	Engineering Technician IV – Survey and Design
Assists with planning, design, reporting, and estimating for municipal construction projects.	Prepares plans, reports, studies, and cost estimates for public improvement projects utilizing CAD, GIS, and other software.	Engineering Technician IV – Survey and Design
Responsible for the accuracy of all survey data and care of all equipment	Requisition of supplies and equipment as needed and ensure that equipment is properly maintained and serviced.	Engineering Technician IV – Survey and Design
Supervises and coordinates the activities of an engineering survey crew.	Provides for construction staking for city projects.	Engineering Technician IV – Survey and Design
Supervises and coordinates the activities of an engineering survey crew.	Responsible for hiring and supervising seasonal staff that support design and construction staff needs	Engineering Technician IV – Survey and Design
Supervises and coordinates the activities of an engineering survey crew.	Works with contractor's representatives on construction projects.	Engineering Technician IV – Survey and Design
Conducts outreach initiatives.	Brings awareness and increases recycling awareness through publications, DVR website, social media platforms, and presentations.	Environmental Specialist
Collaborates in the planning, development and implementation of DVR.	Coordinates public collection events for special materials.	Environmental Specialist

SERVICE	IMPACT	PRIORITY	REQUIRED
Oversee project quality and alignment with community standards.	Works with contractor's representatives on construction projects.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assists in the review of design and record drawing documents for consultant designed projects.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Confers with supervisor when problems are encountered to obtain recommendations and authority for revision.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Coordinates transfer of field data between the field and office.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Coordinates with engineering staff to establish and maintain standards for CAD design, record drawings, ADA.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Determines the exact location of areas to be surveyed and types of surveys.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintains up-to-date knowledge of operation of electronic data collectors, total stations, GPS units, and levels.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Makes required mathematical computations to determine exact points, angles, elevations, and measurements of area involved.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Performs and assists in the collection and transfer of geospatial and attribute data.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepares plans, reports, studies, and cost estimates for public improvement projects utilizing CAD, GIS.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Requisition of supplies and equipment as needed and ensure that equipment is properly maintained.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Provides for construction staking for city projects.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Responsible for hiring and supervising seasonal staff that support design and construction staff needs	Organizational Culture	Yes
Oversee project quality and alignment with community standards.	Works with contractor's representatives on construction projects.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Brings awareness and increases recycling awareness through publications, DVR website, social media platforms, and presentations.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Coordinates public collection events for special materials.	Sustainability	No

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Conducts outreach initiatives.	Creates educational materials for various audiences and interest levels.	Environmental Specialist
Conducts outreach initiatives.	Implements best practices in parks and facilities.	Environmental Specialist
Collaborates in the planning, development and implementation of DVR.	Provides input for grant development and administers grant implementation, reporting, and evaluation.	Environmental Specialist
Conducts outreach initiatives.	Provides technical assistance to property managers and residents of multifamily housing.	Environmental Specialist
Conducts outreach initiatives.	Responds to citizen requests.	Environmental Specialist
Collaborates in the planning, development and implementation of DVR.	Submits annual solid waste abatement grant application to Dakota County to obtain funding.	Environmental Specialist
Collaborates in the planning, development and implementation of DVR.	Supervises the Environmental Technician and Environmental intern.	Environmental Specialist
Collaborates in the planning, development and implementation of DVR.	Organizes traditional and organic collection at community events.	Environmental Specialist
Collaborates in the planning, development and implementation of DVR.	Serves as the DVR liaison with government agencies, community groups and the public.	Environmental Specialist
Assists in the administration of annual waste abatement grant.	Assist in the annual waste abatement grant application and reporting to Dakota County. Research grant opportunities and provide input for grant development.	Environmental Technician
Assists in the administration of annual waste abatement grant.	Assist with development of waste abatement goals and work plans.	Environmental Technician
Assists in the administration of annual waste abatement grant.	Attend bimonthly waste abatement meetings with Dakota County.	Environmental Technician
Assists in the administration of annual waste abatement grant.	Attend required meetings, perform other duties, and assume other responsibilities as assigned.	Environmental Technician
Assists in implementation of recycling and waste reduction activities and programs.	Collect and record data from all events.	Environmental Technician
Assists in the administration of annual waste abatement grant.	Complete annual municipal facilities and parks recycling verification. Assist in implementation of recycling infrastructure as needed.	Environmental Technician
Assists in implementation of recycling and waste reduction activities and programs.	Coordinate annual special material collection events, such as paper shredding, mattress recycling, pumpkin composting, and shoe recycling. Arrange vendor services.	Environmental Technician
Increase recycling and waste reduction awareness through community engagement and outreach.	Maintain and make updates to the Dakota Valley Recycling website. Work with municipal communications partners to maintain required recycling information on City websites.	Environmental Technician

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Creates educational materials for various audiences and interest levels.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Implements best practices in parks and facilities.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provides input for grant development and administers grant implementation, reporting, and evaluation.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provides technical assistance to property managers and residents of multifamily housing.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Responds to citizen requests.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Submits annual solid waste abatement grant application to Dakota County to obtain funding.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Supervises the Environmental Technician and Environmental intern.	Organizational Culture	Yes
Support community relationships and enhance service delivery.	Organizes traditional and organic collection at community events.	Sustainability	No
Support community relationships and enhance service delivery.	Serves as the DVR liaison with government agencies, community groups and the public.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist in the annual waste abatement grant application and reporting to Dakota County.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist with development of waste abatement goals and work plans.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Attend bimonthly waste abatement meetings with Dakota County.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Attend required meetings, perform other duties, and assume other responsibilities as assigned.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Collect and record data from all events.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Complete annual municipal facilities and parks recycling verification. Assist in implementation of recycling infrastructure.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Coordinate annual special material collection events, such as paper shredding, mattress recycling, pumpkin composting	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Maintain and make updates to the Dakota Valley Recycling website. Work with municipal communications partners.	Community Engagement	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Increase recycling and waste reduction awareness through community engagement and outreach.	Prepare environmental education materials including flyers, website articles, displays and press releases. Coordinate with Dakota County to utilize required and standardized messaging.	Environmental Technician
Assists in implementation of recycling and waste reduction activities and programs.	Prepare event promotional materials and share with municipal communications partners.	Environmental Technician
Increase recycling and waste reduction awareness through community engagement and outreach.	Provide in-person education through presentations and tabling opportunities at events, such as public works open houses and farmers markets. Make materials appropriate for varied audience age and interest levels.	Environmental Technician
Assists in the administration of annual waste abatement grant.	Respond to citizen questions, complaints and requests for assistance in the areas of recycling, trash, organics, and the disposal of special materials.	Environmental Technician
Increase recycling and waste reduction awareness through community engagement and outreach.	Connect with local school groups, neighborhoods, multifamily properties, other community organizations and businesses to deliver most up-to-date recycling and waste reduction information.	Environmental Technician
Assists in implementation of recycling and waste reduction activities and programs.	Coordinate annual reuse events such as garden tool swaps, puzzle swaps, and other swaps as opportunities arise. Work with Dakota County Libraries and other community partners to host events.	Environmental Technician
Assists in implementation of recycling and waste reduction activities and programs.	Coordinate recycling collection at community events and festivals.	Environmental Technician
Coordinates and efficient environment for the public and internal staff.	Cross-train in various areas necessary to serve as a back-up when needed.	Fleet Maintenance Administrative Technician
Provides excellent service to the public and staff in person and over the phone.	Maintain a working knowledge of the public works department.	Fleet Maintenance Administrative Technician
Coordinates and efficient environment for the public and internal staff.	Maintain vehicle insurance, registration, titles, compliance, etc.	Fleet Maintenance Administrative Technician
Performs support services for the public works team.	Oversee special programs and projects as assigned.	Fleet Maintenance Administrative Technician
Coordinates and efficient environment for the public and internal staff.	Oversee the general cleanliness of the maintenance facility and upkeep projects.	Fleet Maintenance Administrative Technician
Performs support services for the public works team.	Perform administrative duties and record keeping in various systems from parts inventory to purchase orders, to registration of devices, geo fencing, vehicle tracking, and meter reading audits.	Fleet Maintenance Administrative Technician
Performs support services for the public works team.	Perform administrative duties for the petro-vend fuel dispensing systems, generates fuel logs, work orders, and ensures proper cost tracking.	Fleet Maintenance Administrative Technician

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Prepare environmental education materials including flyers, website articles, displays and press releases.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Prepare event promotional materials and share with municipal communications partners.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Provide in-person education through presentations and tabling opportunities at events.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Respond to citizen questions, complaints and requests for assistance in the areas of recycling and trash.	Sustainability	Yes
Support community relationships and enhance service delivery.	Engage with local school groups, neighborhoods, multifamily properties, other community organizations and businesses.	Community Engagement	No
Support community relationships and enhance service delivery.	Coordinate annual reuse events such as garden tool swaps, puzzle swaps, and other swaps.	Sustainability	No
Support community relationships and enhance service delivery.	Coordinate recycling collection at community events and festivals.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Cross-train in various areas necessary to serve as a back-up when needed.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintain a working knowledge of the public works department.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintain vehicle insurance, registration, titles, compliance, etc.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversee special programs and projects as assigned.	Organizational Culture	No
Facilitate proactive management and ensure timely delivery of projects.	Oversee the general cleanliness of the maintenance facility and upkeep projects.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Perform administrative duties and record keeping in various systems from parts inventory to purchase orders.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Perform administrative duties for the petro-vend fuel dispensing systems, generates fuel logs, work orders.	Infrastructure	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Performs support services for the public works team.	Perform routine accounting functions such as purchase orders, invoices and receivables.	Fleet Maintenance Administrative Technician
Performs support services for the public works team.	Prepare and distribute correspondence, reports, agenda, minutes, notices, and related materials.	Fleet Maintenance Administrative Technician
Coordinates and efficient environment for the public and internal staff.	Receive and distribute mail.	Fleet Maintenance Administrative Technician
Provides excellent service to the public and staff in person and over the phone.	Respond to inquiries of the public and staff.	Fleet Maintenance Administrative Technician
Provides excellent service to the public and staff in person and over the phone.	Take incoming calls, answers questions and gets the public to the appropriate place for help.	Fleet Maintenance Administrative Technician
Plans and coordinates the maintenance, repair and replacement of all city-owned vehicles and equipment.	Coordinate all procurement, maintenance, and repair activities between departments and vendors.	Fleet Superintendent
Plans and coordinates the maintenance, repair and replacement of all city-owned vehicles and equipment.	Coordinate building management for the maintenance facility fueling system, wash bay, welding and mechanics shop, shipping and receiving and yard and public spaces.	Fleet Superintendent
Plans and coordinates the maintenance, repair and replacement of all city-owned vehicles and equipment.	Coordinates capital replacement budget with fleet asset management system and known data on the vehicles and equipment	Fleet Superintendent
Lead a team of staff in the care of vehicles and equipment	Ensure work quality and methods are rooted in safety and best practices.	Fleet Superintendent
Administer fleet policies, budget and communications.	Evaluate and recommend department policies.	Fleet Superintendent
Plans and coordinates the maintenance, repair and replacement of all city-owned vehicles and equipment.	Foster a customer service approach in the maintenance, repair and replacement of equipment and vehicles.	Fleet Superintendent
Plans and coordinates the maintenance, repair and replacement of all city-owned vehicles and equipment.	Keep abreast of new equipment and features based on organizational needs and executes on the disposal of replaced equipment.	Fleet Superintendent
Administer fleet policies, budget and communications.	Keep department leadership informed of important developments and work progress.	Fleet Superintendent
Plans and coordinates the maintenance, repair and replacement of all city-owned vehicles and equipment.	Oversee the fleet asset management system to track labor, parts and materials and maintenance work and charge work back to the appropriate departments.	Fleet Superintendent
Lead a team of staff in the care of vehicles and equipment	Plan, prioritize, and direct the allocation of staff and resources to accomplish daily work.	Fleet Superintendent
Administer fleet policies, budget and communications.	Prepare agenda backgrounds, procurement recommendations, and reports for Council.	Fleet Superintendent
Administer fleet policies, budget and communications.	Prepare and manage the annual budget for fleet.	Fleet Superintendent

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Perform routine accounting functions such as purchase orders, invoices and receivables.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare and distribute correspondence, reports, agenda, minutes, notices, and related materials.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Receive and distribute mail.	Organizational Culture	No
Facilitate proactive management and ensure timely delivery of projects.	Respond to inquiries of the public and staff.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Take incoming calls, answers questions and gets the public to the appropriate place for help.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Coordinate all procurement, maintenance, and repair activities between departments and vendors.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Coordinate building management for the maintenance facility fueling system, wash bay, welding and mechanics shop.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Coordinates capital replacement budget with fleet asset management system.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Ensure work quality and methods are rooted in safety and best practices.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Evaluate and recommend department policies.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Foster a customer service approach in the maintenance, repair and replacement of equipment and vehicles.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Keep abreast of new equipment and features based on organizational needs.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Keep department leadership informed of important developments and work progress.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversee the fleet asset management system to track labor, parts and materials and maintenance work.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Plan, prioritize, and direct the allocation of staff and resources to accomplish daily work.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare agenda backgrounds, procurement recommendations, and reports for Council.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare and manage the annual budget for fleet.	Infrastructure	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Administer fleet policies, budget and communications.	Review assessment management data in conjunction with various systems and trends to advise departments on appropriate equipment and replacement needs, costs and labor charges.	Fleet Superintendent
Plans and coordinates the maintenance and operations of the City's forestry and landscaping.	Administer the licensed tree contractor program.	Forestry Supervisor
Leads a team of staff in the care of parks and grounds.	Ensure work quality and methods are rooted in safety and best practices.	Forestry Supervisor
Administer policies, budget and communications.	Establish pruning management standards, practices and policies.	Forestry Supervisor
Plans and coordinates the maintenance and operations of the City's forestry and landscaping.	Examine forestry and landscaping projects and negotiate routine and complex changes within the scope of projects, including addendum, field changes and change orders.	Forestry Supervisor
Administer policies, budget and communications.	Keep department leadership informed of important developments and work progress.	Forestry Supervisor
Plans and coordinates the maintenance and operations of the City's forestry and landscaping.	Oversee the implementation of all Forestry Management Plans.	Forestry Supervisor
Plans and coordinates the maintenance and operations of the City's forestry and landscaping.	Plan and organize hanging flower basket program, maintenance of trees, shrubs, gardens, forests and natural areas including planting, watering, fertilizing, wood chipping, pruning, dead tree removals, disease prevention and insect management.	Forestry Supervisor
Leads a team of staff in the care of parks and grounds.	Plan, direct, and supervise long-range and daily care of forestry and landscaping.	Forestry Supervisor
Administer policies, budget and communications.	Prepare agenda backgrounds, monitoring report articles and reports for Council.	Forestry Supervisor
Administer policies, budget and communications.	Prepare and manage the annual budgets for forestry and landscaping.	Forestry Supervisor
Plans and coordinates the maintenance and operations of the City's forestry and landscaping.	Prepare bid documents, review proposals and recommend awards.	Forestry Supervisor
Administer policies, budget and communications.	Prepare public service announcements and materials related to forestry operations.	Forestry Supervisor
Plans and coordinates the maintenance and operations of the City's forestry and landscaping.	Procure contractual services and coordinate the purchase and maintenance of equipment.	Forestry Supervisor
Plans and coordinates the maintenance and operations of the City's forestry and landscaping.	Responsible for preservation inspections, tree inventory evaluations, and maintaining an inventory of records for tree pruning, removals, plantings and reforestation projects.	Forestry Supervisor
Administer policies, budget and communications.	Write technical reports for operational issues.	Forestry Supervisor
Plans and coordinates the maintenance and operations of the City's forestry and landscaping.	Prepare and implement capital improvements plans; oversee pre-construction meetings and assure conformance to specifications.	Forestry Supervisor

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Review assessment management data in conjunction with various systems.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Administer the licensed tree contractor program.	Safety	No
Facilitate proactive management and ensure timely delivery of projects.	Ensure work quality and methods are rooted in safety and best practices.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Establish pruning management standards, practices and policies.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Examine forestry and landscaping projects and negotiate routine and complex changes.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Keep department leadership informed of important developments and work progress.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversee the implementation of all Forestry Management Plans.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Plan and organize hanging flower basket program, maintenance of trees, shrubs, gardens.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Plan, direct, and supervise long-range and daily care of forestry and landscaping.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare agenda backgrounds, monitoring report articles and reports for Council.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare and manage the annual budgets for forestry and landscaping.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare bid documents, review proposals and recommend awards.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare public service announcements and materials related to forestry operations.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Procure contractual services and coordinate the purchase and maintenance of equipment.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Responsible for preservation inspections, tree inventory evaluations, and maintaining an inventory of trees.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Write technical reports for operational issues.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Prepare and implement capital improvements plans; oversee pre-construction meetings and assure conformance to specifications.	Infrastructure	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Plans and coordinates the maintenance and operations of the City's forestry and landscaping.	Assist with community snow plowing operations as needed.	Forestry Supervisor
Perform skilled mechanical service to city owned vehicles.	Assist in research and best practices in purchasing equipment.	Mechanic
Respond to various calls and emergency situations.	Assist with vehicle breakdowns and side of the road repairs.	Mechanic
Perform skilled mechanical service to city owned vehicles.	Build out department vehicles to departmental specifications.	Mechanic
Adhere to safety standards, policies, practices and procedures in order to maintain a safe work environment.	Clean floors as work areas as needed.	Mechanic
Perform skilled mechanical service to city owned vehicles.	Diagnose mechanical problems and recommend repair or replacement of parts and/or equipment.	Mechanic
Adhere to safety standards, policies, practices and procedures in order to maintain a safe work environment.	Operate all tools and equipment in a safe and proficient manner.	Mechanic
Respond to various calls and emergency situations.	Participate in parking lot and street snow removal.	Mechanic
Perform skilled mechanical service to city owned vehicles.	Perform minor body and fender work and welding.	Mechanic
Perform skilled mechanical service to city owned vehicles.	Perform preventative maintenance and mechanical repair.	Mechanic
Perform skilled mechanical service to city owned vehicles.	Prefabricate vehicles as needed and required.	Mechanic
Perform skilled mechanical service to city owned vehicles.	Prepare and complete accurate electronic order forms for all assigned jobs.	Mechanic
Perform skilled mechanical service to city owned vehicles.	Repair, maintain and overhaul all heavy and light equipment.	Mechanic
Serves as a staff liaison and subject matter expert to various boards and associations	Serve as staff liaison to the Watershed District and Watershed Management organizations and provide administrative support for designated watershed organizations, inclusive of setting agenda, preparing backgrounds, responding to public and agency inquiries, coordinating and implementing watershed programs, financial oversight and support to the governing boards.	Natural Resources Manager
Serves as a staff liaison and subject matter expert to various boards and associations	Support the liaison to the lake homeowners association inclusive of developing, implementing and evaluating lake management plans with homeowners and neighboring communities.	Natural Resources Manager
Plans, directs and supervises natural resources activities.	Administer the Wetlands Conversation Act in regards to development and re-development applications, mitigation practices potential banking and overall preservation and/or restoration of existing wetlands.	Natural Resources Manager
Oversees natural resources programs	Assist in the administration of storm water pond clean-out program, inclusive of inspecting and prioritizing ponds, identifying which should be cleaned of sediment annually.	Natural Resources Manager

SERVICE	IMPACT	PRIORITY	REQUIRED
Support community relationships and enhance service delivery.	Assist with community snow plowing operations as needed.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist in research and best practices in purchasing equipment.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist with vehicle breakdowns and side of the road repairs.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Build out department vehicles to departmental specifications.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Clean floors as work areas as needed.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Diagnose mechanical problems and recommend repair or replacement of parts and/or equipment.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Operate all tools and equipment in a safe and proficient manner.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Participate in parking lot and street snow removal.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Perform minor body and fender work and welding.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Perform preventative maintenance and mechanical repair.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prefabricate vehicles as needed and required.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare and complete accurate electronic order forms for all assigned jobs.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Repair, maintain and overhaul all heavy and light equipment.	Infrastructure	Yes
Ensure compliance and effective collaboration for city initiatives.	Serve as staff liaison to the Watershed District and Watershed Management organizations.	Sustainability	Yes
Ensure compliance and effective collaboration for city initiatives.	Support the liaison to the lake homeowners association.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Administer the Wetlands Conversation Act.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist in the administration of storm water pond clean-out program.	Infrastructure	No

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Plans, directs and supervises natural resources activities.	Assist in the analysis of water quality data and preparation of reports and recommendations pertaining to water resource issues.	Natural Resources Manager
Oversees natural resources programs	Assist in the development, implementation and evaluation of the City's comprehensive storm water management plan, storm water permit, comprehensive wetlands management plan, the natural resources master plan, sustainability plan and forestry program plans.	Natural Resources Manager
Administer natural resources policies, budget, grants and communications	Attend City Council and Commission meetings as needed to assist with the review of projects and programs related to the responsibilities of the position.	Natural Resources Manager
Oversees natural resources programs	Coordinate and conduct volunteer and in-house water quality and wetland monitoring programs.	Natural Resources Manager
Plans, directs and supervises natural resources activities.	Coordinate with other departments in planning and implementing storm water management, erosion control and water quality improvement/monitoring programs designed to reduce the introduction of nutrient and other pollutants into bodies of water.	Natural Resources Manager
Plans, directs and supervises natural resources activities.	Ensure proper compliance with safety and health standards.	Natural Resources Manager
Administer natural resources policies, budget, grants and communications	Prepare and manage annual budgets, including capital project planning, and monitor compliance with approved budget	Natural Resources Manager
Administer natural resources policies, budget, grants and communications	Recommend changes to existing policies and ordinances as appropriate.	Natural Resources Manager
Plans, directs and supervises natural resources activities.	Research and develop new methods of maintaining and restoring water quality to City lakes and wetlands.	Natural Resources Manager
Administer natural resources policies, budget, grants and communications	Research relevant grant programs, prepare applications, implement grant projects, and administer related documentation.	Natural Resources Manager
Administer natural resources policies, budget, grants and communications	Respond to citizen complaints and requests for assistance with storm drainage, wetland and water quality issues.	Natural Resources Manager
Serves as a staff liaison and subject matter expert to various boards and associations	Serve as a member of the Development Review committee, review grading and development plans and make recommendations regarding storm water management, erosion control and preservation of natural resources.	Natural Resources Manager
Oversees natural resources programs	Assist in the development, implementation and evaluation of public education programs and work with local school districts to increase awareness.	Natural Resources Manager
Plans, directs and supervises natural resources activities.	Implement the public education component of the City's Water Conservation Plan and assists in recommending strategies to conserve ground water in the community.	Natural Resources Manager
Assist in the oversight and administration of natural resources activities.	Assist in monitoring the water quality at the Kraemer quarry surface water reservoir, in partnership with the Water Department.	Natural Resources Specialist

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Assist in the analysis of water quality data and preparation of reports.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist in the development, implementation and evaluation of the City's comprehensive storm water management plan.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Attend City Council and Commission meetings as needed to assist with the review of projects	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Coordinate and conduct volunteer and in-house water quality and wetland monitoring programs.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Coordinate with other departments in planning and implementing storm water management, erosion control and water.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Ensure proper compliance with safety and health standards.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare and manage annual budgets, including capital project planning, and monitor compliance with approved budget	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Recommend changes to existing policies and ordinances as appropriate.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Research and develop new methods of maintaining and restoring water quality to City lakes.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Research relevant grant programs, prepare applications, implement grant projects, and administer related documentation.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Respond to citizen complaints and requests for assistance with storm drainage, wetland and water quality.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Serve as a member of the Development Review committee.	Infrastructure	Yes
Support community relationships and enhance service delivery.	Assist in the development, implementation and evaluation of public education programs.	Community Engagement	No
Support community relationships and enhance service delivery.	Implement the public education component of the City's Water Conservation Plan.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist in monitoring the water quality at the Kraemer quarry surface water reservoir.	Safety	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Serve as a point of contact for citizen inquiries and participate in community outreach and education.	Assist in responding to citizen complaints and requests for assistance with native landscaping, wildlife, drainage, erosion control and water quality issues.	Natural Resources Specialist
Assist in the oversight and administration of natural resources activities.	Assist the City's role in implementation and oversight of the Wetland Conservation Act and other federal, state and local regulations.	Natural Resources Specialist
Assist in the oversight and administration of natural resources activities.	Assist with the water resources program, inclusive of lake management efforts and water quality monitoring.	Natural Resources Specialist
Serve as a point of contact for citizen inquiries and participate in community outreach and education.	Organize and implement key Natural Resources Department public events, including the native plant market, buckthorn workshop and the landscaping/native plant workshops.	Natural Resources Specialist
Serve as a point of contact for citizen inquiries and participate in community outreach and education.	Oversee implementation of the Natural Resources volunteer program. This includes oversight of the natural resources "on-call" volunteers, buckthorn removal volunteers, storm drain stenciling volunteers and a variety of special volunteer projects.	Natural Resources Specialist
Assist in the oversight and administration of natural resources activities.	Oversee implementation of the upland habitat management programs and budget; inclusive of native habitat management work and planning, vegetation surveys and invasive species control and various buckthorn programs for residents.	Natural Resources Specialist
Assist in the oversight and administration of natural resources activities.	Oversee implementation of wildlife management programs and budget; inclusive of developing public education materials, monitoring and working with contractors to implement wildlife population control programs, coordinating with the police department, writing wildlife management reports and presenting to boards or commissions.	Natural Resources Specialist
Assist in the oversight and administration of natural resources activities.	Oversight of the City's educational requirements for the NPDES Phase II Stormwater Pollution Prevention Plan and participate in the City's NPDES stormwater team meetings.	Natural Resources Specialist
Assist in the oversight and administration of natural resources activities.	Participate in the wetland review process and maintain wetland delineator in-training status.	Natural Resources Specialist
Assist in the oversight and administration of natural resources activities.	Write and implement grants for natural resources projects and research grant opportunities and provide input for grant development.	Natural Resources Specialist
Serve as a point of contact for citizen inquiries and participate in community outreach and education.	Assist with implementation of the City's natural resources outreach and education efforts, which may include developing and distributing educational materials to local neighborhood groups and lake associations, meeting with residents to address issues, speaking with neighborhood and school groups, and developing content for the Burnsville Bulletin and website.	Natural Resources Specialist
Assist in the oversight of various programs, community outreach, and inquiries.	Administer the City's Neighborhood Water Resources Enhancement Grant program for residents, including program promotion, review of applications, selection of grantees, review of completed projects for reimbursement eligibility, and requesting grantee payments.	Natural Resources Technician
Assists in the planning, direction, and supervision of natural resources activities.	Assist in writing and implementing grants for natural resources projects, research grant opportunities, provide input for grant development, and assist in grant implementation and evaluation.	Natural Resources Technician

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Assist in responding to citizen complaints and requests for assistance.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Assist the City's role in implementation and oversight of the Wetland Conservation Act.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist with the water resources program, inclusive of lake management efforts and water quality monitoring.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Organize and implement key Natural Resources Department public events.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Oversee implementation of the Natural Resources volunteer program.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Oversee implementation of the upland habitat management programs.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Oversee implementation of the upland habitat management programs.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Oversee implementation of the upland habitat management programs.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Participate in the wetland review process and maintain wetland delineator in-training status.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Write and implement grants for natural resources projects.	Sustainability	No
Support community relationships and enhance service delivery.	Assist with implementation of the City's natural resources outreach and education efforts.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Administer the City's Neighborhood Water Resources Enhancement Grant program for residents.	Community Vibrancy	No
Facilitate proactive management and ensure timely delivery of projects.	Assist in writing and implementing grants for natural resources projects.	Sustainability	No

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Assists in the planning, direction, and supervision of natural resources activities.	Assist with habitat management programs including native prairie management work and invasive species control.	Natural Resources Technician
Assists in the planning, direction, and supervision of natural resources activities.	Assist with implementation of deer and other wildlife management programs, as needed.	Natural Resources Technician
Assists in the planning, direction, and supervision of natural resources activities.	Assist with lake management projects such as aquatic plant management or communications/presentations to lake residents and associations. Assist with wetland related regulatory issues.	Natural Resources Technician
Assist in the oversight of various programs, community outreach, and inquiries.	Assist with or lead special events such as the native plant market and workshops such as landscaping for clean water. Work may include designing flyers, updating web information, setting up displays, staffing booths, and producing signage.	Natural Resources Technician
Assist in the oversight of various programs, community outreach, and inquiries.	Coordinate volunteers for lake and wetland monitoring programs including the Metropolitan Council's Citizen-Assisted Monitoring Program (CAMP) and Dakota County's Wetland Health Evaluation Program (WHEP).	Natural Resources Technician
Assists in the planning, direction, and supervision of natural resources activities.	Lead role in providing direction of seasonal interns in completing habitat management and water quality field work.	Natural Resources Technician
Assists in the planning, direction, and supervision of natural resources activities.	Manage multiple raingardens and native plant gardens, including weed control, mulching, and managing contact work.	Natural Resources Technician
Assists in the planning, direction, and supervision of natural resources activities.	Manage summertime weekly monitoring of bacteria levels at public swimming beach to ensure that levels meet recreational water quality standards, post notifications, coordinate swimmers' itch and plant control at the swimming beach. Manage water quality monitoring on select storm ponds.	Natural Resources Technician
Assists in the planning, direction, and supervision of natural resources activities.	Monitor lake levels, coordinate internal and external high-water notifications, including posting banners and notifying local law enforcement.	Natural Resources Technician
Assists in the planning, direction, and supervision of natural resources activities.	Oversee the City's educational requirements for the NPDES Phase II Stormwater Pollution Prevention Plan.	Natural Resources Technician
Assist in the oversight of various programs, community outreach, and inquiries.	Respond to citizen complaints and requests for assistance with native plant landscaping, drainage, erosion control, and pond/lake issues.	Natural Resources Technician
Assist in the oversight of various programs, community outreach, and inquiries.	Implement natural resources outreach and education effort, inclusive of developing and distributing educational materials, meeting with residents to address issues, speaking with neighborhood and school groups, and developing content for the Burnsville Bulletin and website.	Natural Resources Technician
Assist in the oversight of various programs, community outreach, and inquiries.	Lead role in implementing the natural resources volunteer program, especially related to coordinating group volunteer and community engagement events (seed collections, garlic mustard pulls, etc.).	Natural Resources Technician
Plans and coordinates the maintenance and operations of the City's parks and grounds systems for the community.	Coordinate the purchase and procurement of contractual services and prepare bid documents, review proposals, and recommend awards.	Parks Superintendent

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Assist with habitat management programs including native prairie management work and invasive species control.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Assist with implementation of deer and other wildlife management programs, as needed.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Assist with lake management projects such as aquatic plant management.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist with or lead special events such as the native plant market and workshops.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Coordinate volunteers for lake and wetland monitoring programs.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Lead role in providing direction of seasonal interns in completing habitat management and water quality.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Manage multiple raingardens and native plant gardens, including weed control, mulching, and managing contact work.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Manage summertime weekly monitoring of bacteria levels at public swimming beaches.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Monitor lake levels, coordinate internal and external high-water notifications.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversee the City's educational requirements for the NPDES Phase II Stormwater Pollution Prevention Plan.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Respond to citizen complaints and requests for assistance with native plant landscaping.	Sustainability	Yes
Support community relationships and enhance service delivery.	Implement natural resources outreach and education efforts.	Community Engagement	No
Support community relationships and enhance service delivery.	Lead role in implementing the natural resources volunteer program.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Coordinate the purchase and procurement of contractual services.	Infrastructure	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Plans and coordinates the maintenance and operations of the City's parks and grounds systems for the community.	Determine work project priority, maintenance, and service activities.	Parks Superintendent
Plans and coordinates the maintenance and operations of the City's parks and grounds systems for the community.	Develop and maintain proper records and reports for all operation and maintenance activities.	Parks Superintendent
Leads a team of staff in the care of parks and grounds.	Ensure work quality and methods are rooted in safety and best practices.	Parks Superintendent
Administer policies, budget and communications.	Evaluate and recommend department policies.	Parks Superintendent
Plans and coordinates the maintenance and operations of the City's parks and grounds systems for the community.	Foster a customer service approach in the maintenance and oversight of parks and grounds systems.	Parks Superintendent
Administer policies, budget and communications.	Keep department leadership informed of important developments and work progress.	Parks Superintendent
Plans and coordinates the maintenance and operations of the City's parks and grounds systems for the community.	Oversee preventative and corrective maintenance and repair.	Parks Superintendent
Administer policies, budget and communications.	Oversee staff adherence to safety and personnel policies.	Parks Superintendent
Leads a team of staff in the care of parks and grounds.	Plan, prioritize, direct, and supervise long-range and daily maintenance of parks and grounds assets.	Parks Superintendent
Plans and coordinates the maintenance and operations of the City's parks and grounds systems for the community.	Plan, supervise and coordinate park reservation and special event maintenance support	Parks Superintendent
Administer policies, budget and communications.	Prepare agenda backgrounds, monitoring report articles and reports for Council.	Parks Superintendent
Plans and coordinates the maintenance and operations of the City's parks and grounds systems for the community.	Prepare and implement capital improvement plans in conjunction with Parks and Recreation	Parks Superintendent
Administer policies, budget and communications.	Prepare and manage the annual budgets for parks and grounds.	Parks Superintendent
Administer policies, budget and communications.	Prepare public service announcements and write technical reports related to operations, issues and projects.	Parks Superintendent
Plans and coordinates the maintenance and operations of the City's parks and grounds systems for the community.	Prepare quote and assist in bid documents, review proposals and recommend awards.	Parks Superintendent
Leads a team of staff in the care of parks and grounds.	Travel to various locations to monitor progress and provide project management.	Parks Superintendent
Collaborates with Engineering and Public Works to manage scope, schedule and budget for municipal capital improvement projects.	Analyzes issues and works with Engineering staff to provide alternatives and solutions.	Project Manager - Engineering

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Determine work project priority, maintenance, and service activities.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Develop and maintain proper records and reports for all operation and maintenance activities.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Ensure work quality and methods are rooted in safety and best practices.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Evaluate and recommend department policies.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Foster a customer service approach in the maintenance and oversight of parks and grounds systems.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Keep department leadership informed of important developments and work progress.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversee preventative and corrective maintenance and repair.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversee staff adherence to safety and personnel policies.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Plan, prioritize, direct, and supervise long-range and daily maintenance of parks and grounds assets.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Plan, supervise and coordinate park reservation and special event maintenance support	Community Vibrancy	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare agenda backgrounds, monitoring report articles and reports for Council.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare and implement capital improvement plans in conjunction with Parks and Recreation	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare and manage the annual budgets for parks and grounds.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare public service announcements and write technical reports related to operations, issues and projects.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare quote and assist in bid documents, review proposals and recommend awards.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Travel to various locations to monitor progress and provide project management.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Analyzes issues and works with Engineering staff to provide alternatives and solutions.	Organizational Culture	No

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Collaborates with Engineering and Public Works to manage scope, schedule and budget for municipal capital improvement projects.	Assists City Engineer and Assistant City Engineer in planning and budgeting of capital improvement projects.	Project Manager - Engineering
Collaborates with Engineering and Public Works to manage scope, schedule and budget for municipal capital improvement projects.	Assists Engineering staff with inspection and survey, as necessary.	Project Manager - Engineering
Provides excellent customer service to internal and external stakeholders.	Communicates with affected citizens, stakeholders, and Public Works staff to assure their understanding of the project activities while maintaining good working relationships.	Project Manager - Engineering
Champions accurate and timely project documentation.	Ensures timely completion of project record drawings and archiving of project documentation.	Project Manager - Engineering
Collaborates with Engineering and Public Works to manage scope, schedule and budget for municipal capital improvement projects.	Monitors project schedules and budgets, and provides updates to supervisor and/or project sponsor.	Project Manager - Engineering
Champions accurate and timely project documentation.	Prepares quote packages and bid packages.	Project Manager - Engineering
Champions accurate and timely project documentation.	Processes project payments, work changes and closeout paperwork.	Project Manager - Engineering
Provides excellent customer service to internal and external stakeholders.	Provides Council background materials for project authorization and award.	Project Manager - Engineering
Collaborates with Engineering and Public Works to manage scope, schedule and budget for municipal capital improvement projects.	Provides project oversight to ensure projects are delivered on time and within budget.	Project Manager - Engineering
Collaborates with Engineering and Public Works to manage scope, schedule and budget for municipal capital improvement projects.	Utilizes technology as it pertains to project management and project delivery, including but not limited to RT Vision – One Office, AutoCAD Civil 3D, ArcGIS applications and web maps.	Project Manager - Engineering
Provides excellent customer service to internal and external stakeholders.	Acts as the City's project representative to contractors, residents and the public.	Project Manager - Engineering
Collaborates with Engineering and Public Works to manage scope, schedule and budget for municipal capital improvement projects.	Assists with development of construction plans and specifications.	Project Manager - Engineering
Collaborates with Engineering and Public Works to manage scope, schedule and budget for municipal capital improvement projects.	Coordinates construction projects with private utilities, contractors, and City staff.	Project Manager - Engineering
Provides excellent customer service to internal and external stakeholders.	Acts as the City's project representative to project partners including but not limited to consultants, contractors, residents, the public and oversight agencies.	Project Manager - Parks
Champions accurate and timely project documentation.	Adheres to the City's project process.	Project Manager - Parks

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Assists City Engineer and Assistant City Engineer in planning and budgeting of capital improvement projects.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assists Engineering staff with inspection and survey, as necessary.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Communicates with affected citizens, stakeholders.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Ensures timely completion of project record drawings and archiving of project documentation.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Monitors project schedules and budgets, and provides updates to supervisor and/or project sponsor.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepares quote packages and bid packages.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Processes project payments, work changes and closeout paperwork.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provides Council background materials for project authorization and award.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provides project oversight ensuring projects are delivered on time and within budget.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Utilizes technology as it pertains to project management and project delivery.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Serves as the City's project representative to contractors, residents and the public.	Community Engagement	Yes
Oversee project quality and alignment with community standards.	Assists with development of construction plans and specifications.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Coordinates construction projects with private utilities, contractors, and City staff.	Infrastructure	Yes
Ensure compliance and effective collaboration for city initiatives.	Serves as the City's project representative to project partners.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Adheres to the City's project process.	Infrastructure	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Collaborates with park and public works divisions to manage scope, schedule and budget for municipal projects.	Assist in the selection of external management consultants for projects.	Project Manager - Parks
Collaborates with park and public works divisions to manage scope, schedule and budget for municipal projects.	Assist maintenance superintendents in planning budget maintenance, repair, rehabilitation and replacement projects.	Project Manager - Parks
Provides excellent customer service to internal and external stakeholders.	Communicates with affected citizens, stakeholders and city staff to assure their understanding of the project activities while maintaining good working relationships.	Project Manager - Parks
Champions accurate and timely project documentation.	Ensures timely completion of project record drawings and archiving of project documentation.	Project Manager - Parks
Collaborates with park and public works divisions to manage scope, schedule and budget for municipal projects.	Monitor project schedules and budgets and provide updates to supervisor and superintendents.	Project Manager - Parks
Champions accurate and timely project documentation.	Prepares quote packages and bid packages.	Project Manager - Parks
Champions accurate and timely project documentation.	Processes project payments, work changes and closeout paperwork.	Project Manager - Parks
Collaborates with park and public works divisions to manage scope, schedule and budget for municipal projects.	Provide project oversight to ensure projects are delivered on time and within budget and materials testing.	Project Manager - Parks
Provides excellent customer service to internal and external stakeholders.	Provides Council background materials for project authorization and award.	Project Manager - Parks
Provides excellent customer service to internal and external stakeholders.	Acts as the City's project representative to project partners including but not limited to consultants, contractors, residents, the public and oversight agencies.	Project Manager - Utilities
Champions accurate and timely project documentation.	Adheres to the City's project process.	Project Manager - Utilities
Collaborates with public works divisions to manage scope, schedule and budget for municipal projects.	Assist in the selection of external management consultants for projects.	Project Manager - Utilities
Collaborates with public works divisions to manage scope, schedule and budget for municipal projects.	Assists consultants with project oversight and schedules and assists with project inspection and testing.	Project Manager - Utilities
Collaborates with public works divisions to manage scope, schedule and budget for municipal projects.	Assists in planning and budgeting capital improvement, maintenance, repair, rehabilitation and replacement projects.	Project Manager - Utilities
Collaborates with public works divisions to manage scope, schedule and budget for municipal projects.	Assists in the development and review of plans and specifications.	Project Manager - Utilities
Provides excellent customer service to internal and external stakeholders.	Communicates with affected citizens, stakeholders and city staff to assure their understanding of the project activities while maintaining good working relationships.	Project Manager - Utilities
Champions accurate and timely project documentation.	Ensures timely completion of project record drawings and archiving of project documentation.	Project Manager - Utilities

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Assist in the selection of external management consultants for projects.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist maintenance superintendents in planning budget maintenance, repair, rehabilitation and replacement projects.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Communicates with affected citizens, stakeholders and city staff.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Ensures timely completion of project record drawings and archiving of project documentation.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Monitor project schedules and budgets and provide updates to supervisor and superintendents.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepares quote packages and bid packages.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Processes project payments, work changes and closeout paperwork.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provide project oversight ensuring projects are delivered on time and within budget and materials testing.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provides Council background materials for project authorization and award.	Infrastructure	Yes
Ensure compliance and effective collaboration for city initiatives.	Serves as the City's project representative to project partners.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Adheres to the City's project process.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist in the selection of external management consultants for projects.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assists consultants with project oversight and schedules and assists with project inspection and testing.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assists in planning and budgeting capital improvement, maintenance, repair, rehabilitation and replacement projects.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assists in the development and review of plans and specifications.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Communicates with affected citizens.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Ensures timely completion of project record drawings and archiving of project documentation.	Infrastructure	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Collaborates with public works divisions to manage scope, schedule and budget for municipal projects.	Monitors project schedules and budgets, and provides updates to appropriate staff.	Project Manager - Utilities
Champions accurate and timely project documentation.	Prepares quote packages and bid packages.	Project Manager - Utilities
Champions accurate and timely project documentation.	Processes project payments, work changes and closeout paperwork.	Project Manager - Utilities
Provides excellent customer service to internal and external stakeholders.	Provides Council background materials for project authorization and award.	Project Manager - Utilities
Collaborates with public works divisions to manage scope, schedule and budget for municipal projects.	Provides total project oversight to ensure projects are delivered in a timely fashion within the constraints of budget and scope.	Project Manager - Utilities
Collaborates with public works divisions to manage scope, schedule and budget for municipal projects.	Solicits, reviews, and recommends approval of project professional service proposals.	Project Manager - Utilities
Collaborates with public works divisions to manage scope, schedule and budget for municipal projects.	Utilizes technology as it pertains to project planning, management, delivery and documentation, including but not limited to Microsoft Office, asset management and GIS based applications.	Project Manager - Utilities
Collaborates with public works divisions to manage scope, schedule and budget for municipal projects.	Coordinates construction projects with private utilities, contractors, and City staff.	Project Manager - Utilities
Performs support services for the public works team.	Assists human resources with the coordination of health and safety programs across all divisions and the maintenance of records.	Public Works Administrative Technician
Coordinates and efficient environment for the public and internal staff	Cross-trains in various areas necessary to serve as a back-up when needed.	Public Works Administrative Technician
Provides excellent service to the public and staff in person and over the phone	Greets the public and staff at the public works front desk.	Public Works Administrative Technician
Provides excellent service to the public and staff in person and over the phone	Maintains a working knowledge of the public works department.	Public Works Administrative Technician
Coordinates and efficient environment for the public and internal staff	Maintains and purchases office and facility supplies; ensures office equipment is working properly.	Public Works Administrative Technician
Performs support services for the public works team.	Maintains calendars and scheduling for various rooms and meetings.	Public Works Administrative Technician
Coordinates and efficient environment for the public and internal staff	Maintains office files, assists with asset management software, work orders and record keeping and record retention.	Public Works Administrative Technician
Performs support services for the public works team.	Oversees special programs and projects as assigned.	Public Works Administrative Technician

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Monitors project schedules and budgets, and provides updates to appropriate staff.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepares quote packages and bid packages.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Processes project payments, work changes and closeout paperwork.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provides Council background materials for project authorization and award.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provides total project oversight.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Solicits, reviews, and recommends approval of project professional service proposals.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Utilizes technology as it pertains to project planning.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Coordinates construction projects with private utilities, contractors, and City staff.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Coordinate health and safety programs.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Cross-trains in various areas necessary to serve as a back-up when needed.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Greets the public and staff at the public works front desk.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintains a working knowledge of the public works department.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintains and purchases office and facility supplies; ensures office equipment is working properly.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintains calendars and scheduling for various rooms and meetings.	Organizational Culture	No
Facilitate proactive management and ensure timely delivery of projects.	Maintains office files.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversees special programs and projects.	Infrastructure	No

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Coordinates and efficient environment for the public and internal staff	Oversees the general cleanliness of the maintenance facility and upkeep projects.	Public Works Administrative Technician
Performs support services for the public works team.	Performs routine accounting functions such as purchase orders, invoices and receivables.	Public Works Administrative Technician
Performs support services for the public works team.	Prepares and distributes a wide range of correspondence, reports, agendas, minutes, contracts, notices and related materials.	Public Works Administrative Technician
Coordinates and efficient environment for the public and internal staff	Receives and distributes mail.	Public Works Administrative Technician
Provides excellent service to the public and staff in person and over the phone	Takes incoming calls, answers questions and gets the public to the appropriate place for help.	Public Works Administrative Technician
Plan, coordinate, and schedule daily work for divisional assignment.	Assist in communication with internal customers regarding service questions and scope of repairs.	Public Works Crew Lead
Oversee staff in the care of vehicles and equipment	Assist in quality control and evaluation of maintenance services.	Public Works Crew Lead
Divisional Assignment: Parks	Assist the superintendent with purchasing equipment, materials and supplies.	Public Works Crew Lead
Plan, coordinate, and schedule daily work for divisional assignment.	Assist with ensuring all safety and health standards are met.	Public Works Crew Lead
Divisional Assignment: Fleet	Assist with evaluation of vehicle and equipment repair needs and recommendations for replacement or outsourcing of work.	Public Works Crew Lead
Divisional Assignment: Utilities	Assist with maintaining records and reporting as it relates to water and sewer activities	Public Works Crew Lead
Divisional Assignment: Utilities	Assist with maintenance and repair of the utilities systems including operating equipment and performing manual labor.	Public Works Crew Lead
Plan, coordinate, and schedule daily work for divisional assignment.	Assist with procurement, budget preparation, monitoring and control.	Public Works Crew Lead
Divisional Assignment: Streets	Assist with the direction of emergency repairs.	Public Works Crew Lead
Divisional Assignment: Utilities	Assist with the direction of emergency repairs.	Public Works Crew Lead
Oversee staff in the care of vehicles and equipment	Assist with troubleshooting for maintenance and repair needs.	Public Works Crew Lead
Divisional Assignment: Parks	Coordinate between various departments for service and interdepartmental projects.	Public Works Crew Lead
Oversee staff in the care of vehicles and equipment	Ensure conformance with safety and best practices.	Public Works Crew Lead
Plan, coordinate, and schedule daily work for divisional assignment.	Lead special projects as assigned.	Public Works Crew Lead
Divisional Assignment: Parks	Maintain and repair parks and trails systems, athletic fields, buildings, shelters and sculptures.	Public Works Crew Lead

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Oversees the general cleanliness of the maintenance facility and upkeep projects.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Performs routine accounting functions such as purchase orders, invoices and receivables.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepares and distributes a wide range of correspondence.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Receives and distributes mail.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Takes incoming calls, answers questions and gets the public to the appropriate place for help.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist in communication with internal customers regarding service questions and scope of repairs.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist in quality control and evaluation of maintenance services.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist the superintendent with purchasing equipment, materials and supplies.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist with ensuring all safety and health standards are met.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist with evaluation of vehicle and equipment repair needs.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist with maintaining records and reporting as it relates to water and sewer activities	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist with maintenance and repair of the utilities systems.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist with procurement, budget preparation, monitoring and control.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist with the direction of emergency repairs.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist with the direction of emergency repairs.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist with troubleshooting for maintenance and repair needs.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Coordinate between various departments for service and interdepartmental projects.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Ensure conformance with safety and best practices.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Lead special projects as assigned.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintain and repair parks and trails systems, athletic fields, buildings, shelters and sculptures.	Infrastructure	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Divisional Assignment: Streets	Maintain and repair streets and storm sewers, including but not limited to blacktopping, sweeping, snow and ice control, and sign placement/replacement.	Public Works Crew Lead
Divisional Assignment: Parks	Maintain and repair water features such as fountains, geysers and artificial streams.	Public Works Crew Lead
Perform varied maintenance and operational services	Maintain good housekeeping practices and maintenance of equipment and facilities to ensure safe and clean conditions.	Public Works Crew Lead
Divisional Assignment: Streets	Operate and provide general maintenance to equipment such as mowers, chain saws, etc.	Public Works Crew Lead
Divisional Assignment: Parks	Operate and provide general maintenance to equipment such as mowers, weed whips, etc.	Public Works Crew Lead
Plan, coordinate, and schedule daily work for divisional assignment.	Plan and communicate daily work assignments and assist with monitoring work schedules.	Public Works Crew Lead
Divisional Assignment: Parks	Provide general cleanup of facilities and grounds.	Public Works Crew Lead
Divisional Assignment: Fleet	Provide mechanical, welding and fabrication as needed on vehicles and equipment.	Public Works Crew Lead
Oversee staff in the care of vehicles and equipment	Provide ongoing coaching and mentorship to staff.	Public Works Crew Lead
Plan, coordinate, and schedule daily work for divisional assignment.	Provide regular updates to superintendent on operations and any issues that arise.	Public Works Crew Lead
Plan, coordinate, and schedule daily work for divisional assignment.	Provide regular updates to superintendent on operations and any issues that arise.	Public Works Crew Lead
Divisional Assignment: Parks	Remove snow on sidewalks, trails, parking lots and streets.	Public Works Crew Lead
Divisional Assignment: Fleet	Use of asset management system and other systems to appropriately record repairs, orders and bill.	Public Works Crew Lead
Plan, coordinate, and schedule daily work for divisional assignment.	Act in a supervisory capacity in the absence of the superintendent as directed.	Public Works Crew Lead
Effectively represent the City with the community, agencies and outside organizations	Serve as a liaison, City representative, and advisor with other government agencies, consultants, developers, commissions and committees to ensure coordination of City programs.	Public Works Director
Lead the department in the delivery of all public works activities.	Attend City Council meetings and other public meetings as needed, answering questions and making presentations when necessary.	Public Works Director
Lead the department in the delivery of all public works activities.	Ensure effective coordination and communication with other City divisions and compliance with City, State, and Federal rules and regulations.	Public Works Director
Lead the department in the delivery of all public works activities.	Evaluate ongoing job assignments, programs, procedures and operations to identify potential improvements and implement as appropriate.	Public Works Director
Develop a strategic plan to meet community needs.	Formulate short and long-term goals, objectives and plans to meet needs in all areas of responsibility.	Public Works Director

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Maintain and repair streets and storm sewers,	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintain and repair water features such as fountains, geysers and artificial streams.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintain good housekeeping practices and maintenance of equipment and facilities ensuring safe and clean conditions.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Operate and provide general maintenance to equipment such as mowers, chain saws, etc.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Operate and provide general maintenance to equipment such as mowers, weed whips, etc.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Plan and communicate daily work assignments and assist with monitoring work schedules.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provide general cleanup of facilities and grounds.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provide mechanical, welding and fabrication as needed on vehicles and equipment.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provide ongoing coaching and mentorship to staff.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provide regular updates to superintendent on operations and any issues that arise.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provide regular updates to superintendent on operations and any issues that arise.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Remove snow on sidewalks, trails, parking lots and streets.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Use of asset management system and other systems to appropriately record repairs, orders and bill.	Infrastructure	Yes
Provide leadership continuity and operational stability.	Act in a supervisory capacity when absent the superintendent as directed.	Organizational Culture	No
Ensure compliance and effective collaboration for city initiatives.	Liaison and advisor with other government agencies.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Attend City Council meetings and other public meetings,	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Ensure effective coordination and communication.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Ensure effective coordination and communication.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Ensure effective coordination and communication.	Infrastructure	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Oversee the budget and financial status of projects	Oversee long term project planning.	Public Works Director
Effectively represent the City with the community, agencies and outside organizations	Participate in professional associations to stay current on best practices.	Public Works Director
Oversee the budget and financial status of projects	Prepare and manage the annual budgets, including capital planning	Public Works Director
Lead the department in the delivery of all public works activities.	Supervise contract compliance including preparation of contracts/bids, bid specifications, awarding contracts and compliance.	Public Works Director
Divisional Assignment: Utilities	Assist with snow removal operations on or off shift.	Public Works Maintenance Worker
Divisional Assignment: Forestry	Design, install and maintain City landscape beds and sign planters.	Public Works Maintenance Worker
Divisional Assignment: Forestry	Follow all OSHA and ANSI safety procedures while performing tree work.	Public Works Maintenance Worker
Adhere to safety standards, policies, practices and procedures in order to maintain a safe work environment.	Follow all OSHA and ANSI safety procedures while performing work.	Public Works Maintenance Worker
Divisional Assignment: Forestry	Inspect trees on public property for pests and structural integrity.	Public Works Maintenance Worker
Divisional Assignment: Streets	Maintain and repair blacktop, concrete, catch basin rebuilding, and trail maintenance.	Public Works Maintenance Worker
Divisional Assignment: Parks	Maintain and repair parks and trails systems, athletic fields, buildings, shelters and sculptures.	Public Works Maintenance Worker
Divisional Assignment: Parks	Maintain and repair water features such as fountains, geysers and artificial streams.	Public Works Maintenance Worker
Divisional Assignment: Utilities	Maintain utility lines, operate sewer cleaning equipment, and perform related recordkeeping.	Public Works Maintenance Worker
Divisional Assignment: Utilities	Maintain water production and water treatment, distribution system and collection system repair, and manhole work.	Public Works Maintenance Worker
Divisional Assignment: Parks	Operate and provide general maintenance to equipment such as mowers, weed whips, etc.	Public Works Maintenance Worker
Divisional Assignment: Streets	Operate trucks and heavy equipment to haul materials, plow snow, sweep streets, and transport equipment.	Public Works Maintenance Worker
Adhere to safety standards, policies, practices and procedures in order to maintain a safe work environment.	Operate trucks and various other light to heavy equipment in a safe and proficient manner.	Public Works Maintenance Worker
Divisional Assignment: Forestry	Operate trucks and various other light to heavy equipment in a safe and proficient manner.	Public Works Maintenance Worker
Divisional Assignment: Parks	Operate trucks and various other light to heavy equipment in a safe and proficient manner.	Public Works Maintenance Worker

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Oversee long term project planning.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Participate in professional associations to stay current on best practices.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare and manage the annual budgets, including capital planning	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Supervise contract compliance including preparation of contracts/bids, bid specifications, awarding contracts and compliance.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist with snow removal operations on or off shift.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Design, install and maintain City landscape beds and sign planters.	Infrastructure	No
Facilitate proactive management and ensure timely delivery of projects.	Follow all OSHA and ANSI safety procedures while performing tree work.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Follow all OSHA and ANSI safety procedures while performing work.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Inspect trees on public property for pests and structural integrity.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintain and repair blacktop, concrete, catch basin rebuilding, and trail maintenance.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintain and repair parks and trails systems, athletic fields, buildings, shelters and sculptures.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintain and repair water features such as fountains, geysers and artificial streams.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintain utility lines, operate sewer cleaning equipment, and perform related recordkeeping.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintain water production and water treatment, distribution system and collection system repair, and manhole work.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Operate and provide general maintenance to equipment such as mowers, weed whips, etc.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Operate trucks and heavy equipment to haul materials, plow snow, sweep streets, and transport equipment.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Operate trucks and various other light to heavy equipment in a safe and proficient manner.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Operate trucks and various other light to heavy equipment in a safe and proficient manner.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Operate trucks and various other light to heavy equipment in a safe and proficient manner.	Infrastructure	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Divisional Assignment: Streets	Perform jetting, catch basin cleaning, and storm water lift stations.	Public Works Maintenance Worker
Divisional Assignment: Forestry	Perform weeding, mulching, fertilizing, pruning, removal and replacement of plant material.	Public Works Maintenance Worker
Divisional Assignment: Forestry	Properly remove trees while following OSHA and ANSI safety standards and procedures.	Public Works Maintenance Worker
Divisional Assignment: Parks	Provide general cleanup of facilities and grounds.	Public Works Maintenance Worker
Divisional Assignment: Forestry	Prune and maintain trees in an urban setting according to arboricultural standards.	Public Works Maintenance Worker
Divisional Assignment: Forestry	Record information and workflow using GIS software to maintain existing tree inventory.	Public Works Maintenance Worker
Divisional Assignment: Forestry	Remove snow on sidewalks, trails, parking lots and streets.	Public Works Maintenance Worker
Divisional Assignment: Forestry	Remove snow on sidewalks, trails, parking lots and streets.	Public Works Maintenance Worker
Divisional Assignment: Parks	Remove snow on sidewalks, trails, parking lots and streets.	Public Works Maintenance Worker
Adhere to safety standards, policies, practices and procedures in order to maintain a safe work environment.	Report equipment problems in a timely manner to minimize equipment downtime.	Public Works Maintenance Worker
Divisional Assignment: Forestry	Report equipment problems in a timely manner to minimize equipment downtime.	Public Works Maintenance Worker
Divisional Assignment: Parks	Report equipment problems in a timely manner to minimize equipment downtime.	Public Works Maintenance Worker
Adhere to safety standards, policies, practices and procedures in order to maintain a safe work environment.	Respond to storm events and safely perform clean-up work.	Public Works Maintenance Worker
Divisional Assignment: Forestry	Respond to storm events and safely perform clean-up work.	Public Works Maintenance Worker
Divisional Assignment: Utilities	Respond to water main breaks or other emergency calls as needed.	Public Works Maintenance Worker
Divisional Assignment: Forestry	Safely drive and operate various vehicles and equipment.	Public Works Maintenance Worker
Divisional Assignment: Forestry	Collaborate with community partners and garden clubs.	Public Works Maintenance Worker
Divisional Assignment: Streets	Asphalt maintenance including patching, potholing, milling and pavement with the use of hand tools, skid loaders, rollers and trucks.	Public Works Trainee
Divisional Assignment: Utilities	Assists maintenance workers in sanitary sewer cleaning operations.	Public Works Trainee
Divisional Assignment: Parks	Athletic field, sport court and play equipment maintenance including baseball, softball and soccer field striping and maintenance other court and play equipment cleaning, inspections and maintenance.	Public Works Trainee

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Perform jetting, catch basin cleaning, and storm water lift stations.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Perform weeding, mulching, fertilizing, pruning, removal and replacement of plant material.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Properly remove trees while following OSHA and ANSI safety standards and procedures.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provide general cleanup of facilities and grounds.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prune and maintain trees in an urban setting according to arboricultural standards.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Record information and workflow using GIS software to maintain existing tree inventory.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Remove snow on sidewalks, trails, parking lots and streets.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Remove snow on sidewalks, trails, parking lots and streets.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Remove snow on sidewalks, trails, parking lots and streets.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Report equipment problems in a timely manner to minimize equipment downtime.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Report equipment problems in a timely manner to minimize equipment downtime.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Report equipment problems in a timely manner to minimize equipment downtime.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Respond to storm events and safely perform clean-up work.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Respond to storm events and safely perform clean-up work.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Respond to water main breaks or other emergency calls as needed.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Safely drive and operate various vehicles and equipment.	Safety	Yes
Support community relationships and enhance service delivery.	Collaborate with community partners and garden clubs.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Asphalt maintenance.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Sanitary sewer cleaning operations.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Athletic field, sport court and play equipment maintenance.	Infrastructure	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Divisional Assignment: Utilities	Completes Gopher State One Call locate requests.	Public Works Trainee
Divisional Assignment: Streets	Concrete maintenance including curb and sidewalk removal and replacement and catch basin and concrete structure patching and rebuilding.	Public Works Trainee
Divisional Assignment: Streets	General routine maintenance of equipment used by the streets division.	Public Works Trainee
Divisional Assignment: Parks	Maintenance of specialty park and streetscape amenities. Water feature startup, maintenance and shut down. Planting bed and landscape maintenance. Tree trimming and chipping.	Public Works Trainee
Divisional Assignment: Streets	Operates and maintains vehicles and light equipment and performs manual labor for the clearing and removal of snow from sidewalks, trails, parking areas and road right of ways.	Public Works Trainee
Divisional Assignment: Parks	Park facility reservation and special event setup, clean up and take down. Park garbage and recycling programs. Park building and shelter cleanup, maintenance and repairs.	Public Works Trainee
Divisional Assignment: Utilities	Performs hydrant operation and maintenance tasks.	Public Works Trainee
Divisional Assignment: Streets	Performs trail, right of way and easement tree and brush trimming, clearing and chipping.	Public Works Trainee
Divisional Assignment: Streets	Repairs lawn and landscape damage from plowing operations.	Public Works Trainee
Divisional Assignment: Streets	Storm water maintenance including general maintenance, jetter and vactor cleaning of catch basins and pipes and inspection, maintenance and monitoring of storm ponds.	Public Works Trainee
Divisional Assignment: Streets	Train in heavy equipment and Commercial Motor Vehicles operation and maintenance.	Public Works Trainee
Divisional Assignment: Parks	Turf and irrigation maintenance including park & boulevard mowing, turf renovation and irrigation startup, shutdown and repairs.	Public Works Trainee
Divisional Assignment: Utilities	Assists maintenance workers in street reconstruction and rehabilitation projects.	Public Works Trainee
Assist with coordinating collection events and reuse opportunities.	Assist in coordinating recycling at large events, as well as setting up and taking down waste stations.	Recycling Intern
Update inventory of municipal recycling infrastructure in DVR cities.	Assist with field data collection, verify recycling best management practices in municipal parks and facilities, and enter data into a GIS program.	Recycling Intern
Develop strategies to improve Dakota Valley Recycling's social media presence.	Assist with updating and maintaining the website and social media such as Facebook and Twitter.	Recycling Intern
Assist with coordinating collection events and reuse opportunities.	Attend events, presentations, and booths hosted by or in partnership with Dakota Valley Recycling.	Recycling Intern
Develop strategies to improve Dakota Valley Recycling's social media presence.	Curate a range of content (images, articles, videos) to be posted throughout the year, prioritizing drop-off events and reuse opportunities, and coordinate with Dakota County to ensure content aligns with required and standardized messaging.	Recycling Intern

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Completes Gopher State One Call locate requests.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Concrete maintenance including curb and sidewalk removal.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	General routine maintenance of equipment used by the streets division.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintenance of specialty park and streetscape amenities.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintain vehicles and light equipment.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Park facility reservation and special event setup, clean up and take down.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Performs hydrant operation and maintenance tasks.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Performs trail, right of way and easement tree and brush trimming, clearing and chipping.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Repairs lawn and landscape damage from plowing operations.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Storm water maintenance including general maintenance.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Commercial Motor Vehicles operation and maintenance.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Turf and irrigation maintenance.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Street reconstruction and rehabilitation projects.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Coordinating recycling at large events.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Field data collection, verify recycling best management practices.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Updating and maintaining website and social media.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Events, presentations, and booths hosted by or in partnership with Dakota Valley Recycling.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Curate a range of content (images, articles, videos).	Community Engagement	No

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Assist with coordinating collection events and reuse opportunities.	Prepare handout materials, set up displays, and help with collection of materials during events.	Recycling Intern
Assists with the administration of elections.	Assist City Clerk office with election preparation.	Senior Administrative Assistant
Provides excellent customer service by building strong relationships with internal and external clients.	Assist with contract document quality control review and City audit project information requests.	Senior Administrative Assistant
Provides support for the Engineering and Public Works department.	Assists with Council agenda process including public hearings, preparing presentations, preparing easement and right of way vacation documents and other correspondence.	Senior Administrative Assistant
Provides support for the Engineering and Public Works department.	Assists with departmental contacts and manages routine inquiries independently.	Senior Administrative Assistant
Provides excellent customer service by building strong relationships with internal and external clients.	Engages with the public to answer questions and provide information.	Senior Administrative Assistant
Assists with the administration of the Engineering and Public Works department.	Maintains office files in accordance with the State of Minnesota retention schedule.	Senior Administrative Assistant
Assists with the administration of elections.	Participates in early voting, absentee voting and election day processes.	Senior Administrative Assistant
Provides support for the Engineering and Public Works department.	Prepares a wide range of correspondence, reports, legal notices, contracts and related materials.	Senior Administrative Assistant
Assists with the administration of the Engineering and Public Works department.	Provides customer service to the public through various mediums.	Senior Administrative Assistant
Assists with the administration of the Engineering and Public Works department.	Responds to public inquiries and complaints.	Senior Administrative Assistant
Assists with the administration of the Engineering and Public Works department.	Serves as records management contact for the department.	Senior Administrative Assistant
Provides support for the Engineering and Public Works department.	Assist with construction project special assessment process.	Senior Administrative Assistant
Provides excellent customer service by building strong relationships with internal and external clients.	Collaborates with city departments to provide clear, concise construction communications.	Senior Administrative Assistant
Provides support for the Engineering and Public Works department.	Coordinates construction project administration including project bid, quote process, assisting with projection communications and updating the project website.	Senior Administrative Assistant
Provide assistance and backup for administrative and election work	Assist City Clerk with elections, which may include such duties as: preparation of election notices, materials, and voting machines; assisting with voter registration, candidate filings and absentee ballot administration; and tabulation and delivery of election results. This work may require overtime and limited evening and weekend hours.	Special Assessment Technician

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Event coordination and participation	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Assist City Clerk office with election preparation.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	City audit project information requests.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Council agenda process including public hearings.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Departmental contacts and manages routine inquiries independently.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Engages with the public to answer questions and provide information.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintains office files in accordance with the State of Minnesota retention schedule.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Participates in early voting, absentee voting and election day processes.	Community Vibrancy	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepares a wide range of correspondence, reports, legal notices, contracts and related materials.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provides customer service to the public through various mediums.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Responds to public inquiries and complaints.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Serves as records management contact for the department.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Assist with construction project special assessment process.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Collaborates with city departments to provide clear, concise construction communications.	Community Engagement	Yes
Oversee project quality and alignment with community standards.	Construction project administration.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist City Clerk with elections.	Organizational Culture	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Complete work with special assessments, capital improvement planning and 429 compliance	Assist City Engineer preparing annual 15-year Capital Improvement Program.	Special Assessment Technician
Complete work with special assessments, capital improvement planning and 429 compliance	Assist the City Engineer in meeting the requirements of the Minnesota Statute 429 process as it pertains to the special assessment process (429 resolution schedule, assessment policy, etc.)	Special Assessment Technician
Set-up and track various fees	Assist with special projects related to Utility Enterprise Funds, State Aid Finance, fees and charges, and gathering of documents necessary for bonding as requested by the finance department, etc.	Special Assessment Technician
Assist with accounting records and reporting for various engineering projects	Certify unpaid assessments, delinquent water and sewer charges, uncollected residential street lighting, and any other unpaid charges to the tax rolls at various times throughout the year.	Special Assessment Technician
Complete work with special assessments, capital improvement planning and 429 compliance	Complete assessment rolls for street and other public works improvements where special assessments are part of the financing of the project.	Special Assessment Technician
Set-up and track various fees	Complete Recap of Previous Assessments for a particular parcel to provide past trunk sewer assessments paid when determining development fees.	Special Assessment Technician
Set-up and track various fees	Determine special assessment rates for the following year's fees and charges and assists with other Public Works fees and charges.	Special Assessment Technician
Assist with accounting records and reporting for various engineering projects	Establish and maintain accounting records pertaining to special assessments, including setting up records for new plats, lot splits and/or parcel combinations, redistribution of levied and pending assessments, and updating precinct list finders, and providing the finance department with updated parcel information from new plats, lot splits, and parcel combinations for property identification numbers (PIN), continuous street light service, street light footage, sidewalk snowplow service/footage, residential equivalent units (RED) for storm water.	Special Assessment Technician
Assist with accounting records and reporting for various engineering projects	Manage Minnesota State Aid (MSA) project pay requests and all corresponding documents to gain approval from the District State Aid Engineer and manage budget.	Special Assessment Technician
Complete work with special assessments, capital improvement planning and 429 compliance	Prepare and mail notices of public hearings concerning proposed improvements and/or Special Assessments.	Special Assessment Technician
Assist with accounting records and reporting for various engineering projects	Prepare annual infrastructure GASB 34 summary reports for Public Works.	Special Assessment Technician
Provide assistance and backup for administrative and election work	Provide backup of immediate need administrative assistant duties when the Engineering Administrative Assistant is out of the office or unavailable.	Special Assessment Technician
Assist with accounting records and reporting for various engineering projects	Provide the Finance Department with a final listing of all parcels that are to be certified for delinquent water and sewer charges including administrative fees and interest amounts.	Special Assessment Technician

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Assist City Engineer preparing annual 15-year Capital Improvement Program.	Infrastructure	No
Facilitate proactive management and ensure timely delivery of projects.	Minnesota Statute 429 process.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Special projects related to Utility Enterprise Funds, State Aid Finance.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Processes project payments, work changes and closeout paperwork.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Complete assessment rolls.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Complete Recap of Previous Assessments.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Determine special assessment rates.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Establish and maintain accounting records pertaining to special assessments.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Manage Minnesota State Aid (MSA) project pay requests.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare and mail notices of public hearings concerning proposed improvements and/or Special Assessments.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare annual infrastructure GASB 34 summary reports for Public Works.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provide backup of immediate need administrative assistant.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provide the Finance Department with a final listing of all parcels.	Organizational Culture	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Assist with accounting records and reporting for various engineering projects	Receive, verify, and record payments of special assessments, search fees, and other applicable fees and notifies county of related payments to insure deduction from property taxes.	Special Assessment Technician
Assist with accounting records and reporting for various engineering projects	Reconcile all special assessment balances with Dakota County records and research and identify discrepancies between the two organizations.	Special Assessment Technician
Complete work with special assessments, capital improvement planning and 429 compliance	Respond to requests for information regarding assessment records, including special assessment searches on existing and pending assessments, phone calls, and correspondence.	Special Assessment Technician
Oversee street lighting needs	Work with street lighting suppliers (DEA, Xcel, MVEC) on street lighting maintenance and modifications of their street lights.	Special Assessment Technician
Oversee street lighting needs	Evaluate the need to replace street lights in our annual construction project areas, determine the cost of light replacements, follow the project through to completion.	Special Assessment Technician
Administer policies, budget and communications.	Assist in capital improvement planning for streets and storm sewer	Streets Superintendent
City's street and stormwater systems for the community.	Coordinate the purchase and procurement of contractual services and prepare bid documents, review proposals, and recommend awards.	Streets Superintendent
City's street and stormwater systems for the community.	Determine work project priority, maintenance, and service activities.	Streets Superintendent
City's street and stormwater systems for the community.	Develop and maintain proper records and reports for all operation and maintenance activities.	Streets Superintendent
City's street and stormwater systems for the community.	Direct emergency type maintenance activities as required.	Streets Superintendent
Lead a team of staff in the care of the City's street and stormwater systems	Ensure work quality and methods are rooted in safety and best practices.	Streets Superintendent
Administer policies, budget and communications.	Evaluate and recommend department policies.	Streets Superintendent
City's street and stormwater systems for the community.	Foster a customer service approach in the maintenance and oversight of streets and storm sewers.	Streets Superintendent
City's street and stormwater systems for the community.	Implement capital improvement plan projects in conjunction with engineering.	Streets Superintendent
Administer policies, budget and communications.	Keep department leadership informed of important developments and work progress.	Streets Superintendent
City's street and stormwater systems for the community.	Oversee preventative and corrective maintenance and repair.	Streets Superintendent
City's street and stormwater systems for the community.	Oversee the care of equipment for streets and storm sewers.	Streets Superintendent
Lead a team of staff in the care of the City's street and stormwater systems	Plan, prioritize, direct, and supervise long-range and daily maintenance of street and stormwater assets.	Streets Superintendent
City's street and stormwater systems for the community.	Plan, supervise and coordinate park reservation and special event maintenance support	Streets Superintendent
Administer policies, budget and communications.	Prepare agenda background, recommendations, reports and presentations for Council.	Streets Superintendent

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Receive, verify, and record payments of special assessments.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Reconcile all special assessment balances with Dakota County records.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Respond to requests for information regarding assessment records.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Work with street lighting suppliers (DEA, Xcel, MVEC) on street lighting maintenance.	Infrastructure	Yes
Oversee project quality and alignment with community standards.	Evaluate the need to replace street lights in our annual construction project areas.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist in capital improvement planning for streets and storm sewer.	Infrastructure	No
Facilitate proactive management and ensure timely delivery of projects.	Purchase and procurement of contractual services.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Determine work project priority, maintenance, and service activities.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Develop and maintain proper records and reports for all operation and maintenance activities.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Direct emergency type maintenance activities as required.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Ensure work quality and methods are rooted in safety and best practices.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Evaluate and recommend department policies.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Foster a customer service approach in the maintenance and oversight of streets and storm sewers.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Implement capital improvement plan projects in conjunction with engineering.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Keep department leadership informed of important developments and work progress.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversee preventative and corrective maintenance and repair.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversee the care of equipment for streets and storm sewers.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Plan, prioritize, direct, and supervise long-range and daily maintenance of street and stormwater assets.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Plan, supervise and coordinate park reservation and special event maintenance support.	Community Vibrancy	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare agenda background, recommendations, reports and presentations for Council.	Community Engagement	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Administer policies, budget and communications.	Prepare and manage the annual budget for street and storm sewer areas	Streets Superintendent
Administer policies, budget and communications.	Prepare public service announcements and write technical reports related to operations, issues and projects.	Streets Superintendent
Lead a team of staff in the care of the City's street and stormwater systems	Travel to various locations to monitor progress and provide project management.	Streets Superintendent
Collaborate with city staff, government entities, community groups and the public on sustainability and climate resiliency efforts.	Act as the City liaison for outside agencies to ensure activities compliment related initiatives. Evaluate the City's participation in Regional, State, or County sustainability initiatives.	Sustainability Coordinator
Collaborate with city staff, government entities, community groups and the public on sustainability and climate resiliency efforts.	Present to City Council, commissions, and other government agencies on sustainability and climate resiliency issues.	Sustainability Coordinator
Oversee sustainability outreach, planning, and coordination.	Apply for and supervise MN GreenCorps member from the MPCA.	Sustainability Coordinator
Oversees the collection and organization of sustainability information.	Assists with development of ancillary plans and reports.	Sustainability Coordinator
Oversee sustainability outreach, planning, and coordination.	Bring sustainability and climate resiliency awareness to internal and external groups.	Sustainability Coordinator
Collaborates in the strategic planning of the sustainability policy and program development	Coordinate programming with other city departments.	Sustainability Coordinator
Oversees the collection and organization of sustainability information.	Coordinates greenhouse gas inventories.	Sustainability Coordinator
Collaborates in the strategic planning of the sustainability policy and program development	Develop annual work plan to create internal awareness on sustainability.	Sustainability Coordinator
Collaborate with city staff, government entities, community groups and the public on sustainability and climate resiliency efforts.	Guide staff on sustainability and climate resiliency.	Sustainability Coordinator
Oversee sustainability outreach, planning, and coordination.	Identify partnership opportunities and seek sponsorships for projects.	Sustainability Coordinator
Oversee sustainability outreach, planning, and coordination.	Maintain, update and oversee the City Sustainability webpage in coordination with city staff.	Sustainability Coordinator
Collaborates in the strategic planning of the sustainability policy and program development	Manage the Minnesota Green Step Cities Program for the City of Burnsville.	Sustainability Coordinator
Collaborates in the strategic planning of the sustainability policy and program development	Prepare and administer the annual budget.	Sustainability Coordinator
Collaborates in the strategic planning of the sustainability policy and program development	Research and evaluate innovative building designs, energy system, products and best practices.	Sustainability Coordinator

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Prepare and manage the annual budget for street and storm sewer areas .	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare public service announcements and write technical reports related to operations, issues and projects.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Travel to various locations to monitor progress and provide project management.	Infrastructure	Yes
Ensure compliance and effective collaboration for city initiatives.	Serve as the City liaison for outside agencies ensuring activities compliment related initiatives.	Community Engagement	No
Ensure compliance and effective collaboration for city initiatives.	Present to City Council, commissions, and other government agencies on sustainability and climate resiliency issues.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Apply for and supervise MN GreenCorps member from the MPCA.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Assists with development of ancillary plans and reports.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Bring sustainability and climate resiliency awareness to internal and external groups.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Coordinate programming with other city departments.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Coordinates greenhouse gas inventories.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Develop annual work plan to create internal awareness on sustainability.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Guide staff on sustainability and climate resiliency.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Identify partnership opportunities and seek sponsorships for projects.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Maintain, update and oversee the City Sustainability webpage in coordination with city staff.	Infrastructure	No
Facilitate proactive management and ensure timely delivery of projects.	Manage the Minnesota Green Step Cities Program for the City of Burnsville.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Prepare and administer the annual budget.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Research and evaluate innovative building designs, energy system, products and best practices.	Sustainability	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Collaborates in the strategic planning of the sustainability policy and program development	Research, evaluate, write and implement grants.	Sustainability Coordinator
Oversees the collection and organization of sustainability information.	Serves as lead contributor for annual reporting.	Sustainability Coordinator
Collaborates in the strategic planning of the sustainability policy and program development	Work with contractors on energy related analysis to help decrease GHG emissions and building energy waste over time.	Sustainability Coordinator
Collaborate with city staff, government entities, community groups and the public on sustainability and climate resiliency efforts.	Coordinate both internal and external communication with our Communications and Community Engagement Team.	Sustainability Coordinator
Collaborate with city staff, government entities, community groups and the public on sustainability and climate resiliency efforts.	Organize and promote community events.	Sustainability Coordinator
Daily care and maintenance of the water treatment plant.	Adhere to health, safety, and regulatory compliance standards.	Utilities Maintenance Worker – Water Treatment Plant Operator
Responds to various calls and emergency situations to serve the public.	Assist with snow removal operations on or off shift.	Utilities Maintenance Worker – Water Treatment Plant Operator
Daily care and maintenance of the water treatment plant.	Conduct both laboratory and mechanical maintenance work related to water treatment.	Utilities Maintenance Worker – Water Treatment Plant Operator
Daily care and maintenance of the water treatment plant.	Maintain housekeeping standards and perform maintenance tasks to ensure safe and clean operations.	Utilities Maintenance Worker – Water Treatment Plant Operator
Perform maintenance and repair of the City's utilities systems.	Maintain utility lines, operate sewer cleaning equipment, and perform related recordkeeping.	Utilities Maintenance Worker – Water Treatment Plant Operator
Perform maintenance and repair of the City's utilities systems.	Maintain water production and water treatment, distribution system and collection system repair, and manhole work.	Utilities Maintenance Worker – Water Treatment Plant Operator
Adhere to safety standards, policies, practices and procedures in order to maintain a safe work environment.	Operate trucks and various other light to heavy equipment in a safe and proficient manner.	Utilities Maintenance Worker – Water Treatment Plant Operator
Daily care and maintenance of the water treatment plant.	Participate in the on-call rotation, carrying a pager to respond to after-hours calls as needed.	Utilities Maintenance Worker – Water Treatment Plant Operator

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Research, evaluate, write and implement grants.	Sustainability	No
Facilitate proactive management and ensure timely delivery of projects.	Serves as lead contributor for annual reporting.	Sustainability	Yes
Facilitate proactive management and ensure timely delivery of projects.	Energy related analysis to help decrease GHG emissions.	Infrastructure	No
Support community relationships and enhance service delivery.	Coordinate community communication.	Community Engagement	Yes
Support community relationships and enhance service delivery.	Organize and promote community events.	Community Engagement	No
Facilitate proactive management and ensure timely delivery of projects.	Adhere to health, safety, and regulatory compliance standards.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist with snow removal operations on or off shift.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Conduct both laboratory and mechanical maintenance work related to water treatment.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintain housekeeping standards and perform maintenance tasks ensuring safe and clean operations.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintain utility lines, operate sewer cleaning equipment, and perform related recordkeeping.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintain water production and water treatment, distribution system and collection system repair, and manhole work.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Operate trucks and various other light to heavy equipment in a safe and proficient manner.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Participate in the on-call rotation, carrying a pager to respond to after-hours calls as needed.	Safety	Yes

RESPONSIBILITY	ESSENTIAL FUNCTION	JOB TITLE
Daily care and maintenance of the water treatment plant.	Provide regular updates to the superintendent regarding operations and any issues encountered.	Utilities Maintenance Worker – Water Treatment Plant Operator
Adhere to safety standards, policies, practices and procedures in order to maintain a safe work environment.	Report equipment problems in a timely manner to minimize equipment downtime.	Utilities Maintenance Worker – Water Treatment Plant Operator
Responds to various calls and emergency situations to serve the public.	Respond to water main breaks or other emergency calls as needed.	Utilities Maintenance Worker – Water Treatment Plant Operator
Daily care and maintenance of the water treatment plant.	Train new staff on daily care and maintenance procedures.	Utilities Maintenance Worker – Water Treatment Plant Operator
Daily care and maintenance of the water meters	Carry the on-call pager as part of a rotation and respond after-hours calls as needed.	Utilities Maintenance Worker –Water Meter Technician
Daily care and maintenance of the water meters	Perform all other maintenance worker duties as assigned, inclusive of continuing to be on-call for snow removal.	Utilities Maintenance Worker –Water Meter Technician
Daily care and maintenance of the water meters	Plan, evaluate, prioritize and implement the day-to-day management of the meter system.	Utilities Maintenance Worker –Water Meter Technician
Daily care and maintenance of the water meters	Provide regular updates to superintendent on operations and any issues that arise.	Utilities Maintenance Worker –Water Meter Technician
Daily care and maintenance of the water meters	Train-co-workers to provide back-up.	Utilities Maintenance Worker –Water Meter Technician
Daily care and maintenance of the water meters	Troubleshoot alarms and flags triggered by the AMI software and work with clerical staff to troubleshoot meter issues.	Utilities Maintenance Worker –Water Meter Technician
Daily care and maintenance of the water meters	Work with meter supplier to maintain meter inventory and irrigation inventory system.	Utilities Maintenance Worker –Water Meter Technician
Daily care and maintenance of the water meters	Work with Superintendent to ensure accuracy of water pumped versus water sold to decrease the City's non-revenue (unaccounted or unmetered) water use.	Utilities Maintenance Worker –Water Meter Technician
Provides management and oversight of daily maintenance operations of the City's utility systems	Advance the use of technology in utilities operations including SCADA, GIS, Asset Management and others as applicable	Utilities Superintendent
Administer utility policies, budget and communications.	Assist in capital improvement planning for utility systems.	Utilities Superintendent
Provides management and oversight of daily maintenance operations of the City's utility systems	Coordinate the purchase and procurement of contractual services and prepare bid documents, review proposals, and recommend awards.	Utilities Superintendent

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Provide regular updates to the superintendent regarding operations and any issues encountered.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Report equipment problems in a timely manner to minimize equipment downtime.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Respond to water main breaks or other emergency calls as needed.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Train new staff on daily care and maintenance procedures.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Carry the on-call pager as part of a rotation and respond after-hours calls as needed.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	On-call maintenance.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Plan, evaluate, prioritize and implement the day-to-day management of the meter system.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Provide regular updates to superintendent on operations and any issues that arise.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Train-co-workers to provide back-up.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Troubleshoot alarms and flags triggered by the AML software.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Work with meter supplier to maintain meter inventory and irrigation inventory system.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Work with Superintendent ensuring accuracy of water pumped versus water sold.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Advance the use of technology in utilities operations.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Assist in capital improvement planning for utility systems.	Infrastructure	No
Facilitate proactive management and ensure timely delivery of projects.	Purchase and procure contractual services.	Infrastructure	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Provides management and oversight of daily maintenance operations of the City's utility systems	Determine work project priority, maintenance, and service activities	Utilities Superintendent
Provides management and oversight of daily maintenance operations of the City's utility systems	Ensure efficient conveyance of sanitary collection system to MCES waste water interceptors.	Utilities Superintendent
Provides management and oversight of daily maintenance operations of the City's utility systems	Ensure that all safety and health standards are met for the utility systems and maintenance.	Utilities Superintendent
Lead a team of staff in the care of the City's utilizes systems	Ensure work quality and methods are rooted in safety and best practices.	Utilities Superintendent
Administer utility policies, budget and communications.	Evaluate and recommend department policies.	Utilities Superintendent
Provides management and oversight of daily maintenance operations of the City's utility systems	Foster a customer service approach in the maintenance and oversight of utility systems, inclusive, but not limited to: ground water wells, surface water reservoir and pumping station, ground water and surface water treatment plants, storage reservoirs, water transmission and distribution piping, metering system including lost water and billing accuracy, sanitary collection system, sanitary lift stations, and controls.	Utilities Superintendent
Administer utility policies, budget and communications.	Keep department leadership informed of important developments and work progress.	Utilities Superintendent
Provides management and oversight of daily maintenance operations of the City's utility systems	Maintain records and completes all necessary state agency reporting as it relates to water and sewer activities	Utilities Superintendent
Lead a team of staff in the care of the City's utilizes systems	Monitor all utility employee certification requirements are being met	Utilities Superintendent
Provides management and oversight of daily maintenance operations of the City's utility systems	Oversee preventative and corrective maintenance and repair.	Utilities Superintendent
Administer utility policies, budget and communications.	Oversee staff adherence to safety and personnel policies.	Utilities Superintendent
Lead a team of staff in the care of the City's utilizes systems	Plan, prioritize, direct, and supervise long-range and daily maintenance of utility assets.	Utilities Superintendent
Administer utility policies, budget and communications.	Prepare agenda background, recommendations, reports and presentations for Council.	Utilities Superintendent
Provides management and oversight of daily maintenance operations of the City's utility systems	Prepare and implement capital improvement plans in conjunction with Parks and Recreation	Utilities Superintendent
Administer utility policies, budget and communications.	Prepare and manage annual budgets for the water and sewer funds.	Utilities Superintendent
Provides management and oversight of daily maintenance operations of the City's utility systems	Prepare quote and assist in bid documents, review proposals and recommend awards.	Utilities Superintendent
Lead a team of staff in the care of the City's utilizes systems	Travel to various locations to monitor progress and provide project management.	Utilities Superintendent

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Determine work project priority, maintenance, and service activities	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Ensure efficient conveyance of sanitary collection system to MCES waste water interceptors.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Ensure that all safety and health standards are met for the utility systems and maintenance.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Ensure work quality and methods are rooted in safety and best practices.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Evaluate and recommend department policies.	Organizational Culture	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintenance and oversight of utility systems.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Keep department leadership informed of important developments and work progress.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Maintain records and completes all necessary state agency reporting.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Monitor all utility employee certification requirements are being met.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversee preventative and corrective maintenance and repair.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Oversee staff adherence to safety and personnel policies.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Plan, prioritize, direct, and supervise long-range and daily maintenance of utility assets.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare agenda background, recommendations, reports and presentations for Council.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare and implement capital improvement plans in conjunction with Parks and Recreation	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare and manage annual budgets for the water and sewer funds.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare quote and assist in bid documents, review proposals and recommend awards.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Travel to various locations to monitor progress and provide project management.	Infrastructure	Yes

RESPONSIBILIY	ESSENTIAL FUNCTION	JOB TITLE
Administer utility policies, budget and communications.	Oversee staff adherence to safety and personnel policies.	Utilities Superintendent
Lead a team of staff in the care of the City's utilizes systems	Plan, prioritize, direct, and supervise long-range and daily maintenance of utility assets.	Utilities Superintendent
Administer utility policies, budget and communications.	Prepare agenda background, recommendations, reports and presentations for Council.	Utilities Superintendent
Provides management and oversight of daily maintenance operations of the City's utility systems	Prepare and implement capital improvement plans in conjunction with Parks and Recreation	Utilities Superintendent
Administer utility policies, budget and communications.	Prepare and manage annual budgets for the water and sewer funds.	Utilities Superintendent
Provides management and oversight of daily maintenance operations of the City's utility systems	Prepare quote and assist in bid documents, review proposals and recommend awards.	Utilities Superintendent
Lead a team of staff in the care of the City's utilizes systems	Travel to various locations to monitor progress and provide project management.	Utilities Superintendent

SERVICE	IMPACT	PRIORITY	REQUIRED
Facilitate proactive management and ensure timely delivery of projects.	Oversee staff adherence to safety and personnel policies.	Safety	Yes
Facilitate proactive management and ensure timely delivery of projects.	Plan, prioritize, direct, and supervise long-range and daily maintenance of utility assets.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare agenda background, recommendations, reports and presentations for Council.	Community Engagement	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare and implement capital improvement plans in conjunction with Parks and Recreation	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare and manage annual budgets for the water and sewer funds.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Prepare quote and assist in bid documents, review proposals and recommend awards.	Infrastructure	Yes
Facilitate proactive management and ensure timely delivery of projects.	Travel to various locations to monitor progress and provide project management.	Infrastructure	Yes

STRATEGIC INITIATIVES

DETAILED SERVICE INVENTORY

RESPONSIBILITY	SERVICE
Coordinate and administer the annual BU catalog and calendar.	Burnsville University
Schedule internal and external training and development opportunities.	Burnsville University
Create and implement strategic Burnsville University communications to promote employee participation.	Burnsville University
Build relationships to understand and support the learning needs of the organization.	Burnsville University
Coordinate the development of eLearning content.	Burnsville University
Enter and maintain training data in the City's LMS system.	Burnsville University
Evaluates effectiveness ensuring training and development goals are met.	Burnsville University
Leads training and development strategy to ensure BU meets the needs of employees.	Burnsville University
Determines, implements and publishes annual training and development catalog.	Burnsville University
Ensures employees are supported through the best possible onboarding and offboarding experience.	Burnsville University
Builds management and leadership development exceeding current best practices.	Burnsville University
Evaluates effectiveness ensuring training and development goals are met.	Burnsville University
Develop learning opportunities for improved job performance.	Burnsville University
Facilitates effective training and development courses independently and collaboratively.	Burnsville University
Designs customized course collateral including workbooks, handouts and presentations.	Burnsville University
Assists in the development and facilitation of the City's employee Onboarding program.	Onboarding
Ensures employees are supported through the best possible onboarding and offboarding experience.	Onboarding
Creates and maintains an inclusive environment through strengths-based activities	Onboarding
Drafts and edit training content as directed.	Burnsville University
Facilitates effective training and development seminars independently and collaboratively.	Burnsville University

RESPONSIBILITY	SERVICE
Coordinates library of course collateral and handouts, including workbooks, guides and other materials.	Burnsville University
Orders and manages materials and supplies for all facilitation and trainings.	Burnsville University
Suggest training to specific workgroups, tailoring content to achieve identified goals.	Burnsville University
Implements the city's leadership development and management training programs.	Manager Training
Leads the city's mentoring and coaching initiatives.	Manager Training
Promotes a culture of coaching, helping individuals and teams to be their best.	Manager Training
Champions our strengths-based organization to allow people and teams to be their best.	Strengths Development
Champions our strengths-based organization to allow people and teams to be their best.	Strengths Development
Integrates strengths into the key processes and systems of the organization.	Strengths Development
Builds out strengths-based organization using strengths to promote great outcomes.	Strengths Development
Helps employees understand and invest in their strengths.	Strengths Development
Builds our strengths-based organization using strengths to promote great outcomes.	Strengths Development
Helps employees understand and invest in their strengths.	Strengths Development
Integrates strengths into the key processes and systems of the organization	Strengths Development
Positions people and teams to use their strengths every day.	Strengths Coaching
Champions our strengths-based organization to allow people and teams to be their best.	Strengths Coaching
Oversees employee engagement and organizational learning strategies.	Employee Engagement
Manages employee engagement strategies and programs.	Employee Engagement
Supports employee engagement survey activities, compiling reports and creating supplemental tools on engagement efforts.	Employee Engagement
Identifies training and development needs and respond with customized solutions.	Compliance Training
Develops, designs and facilitates interventions that address specific development needs.	Compliance Training
Manages process improvement projects to enhance organizational effectiveness.	Compliance Training
Develops a culture of respect and workplace inclusion.	Inclusion and Belonging
Ensures all employees develop cultural competence to best meet the needs of our community.	Inclusion and Belonging
Ensures managers are equipped to do what's right.	Inclusion and Belonging
Leads employee resource groups.	Inclusion and Belonging
Manages our diversity and inclusion committee.	Inclusion and Belonging
Assists with inclusion and belonging development initiatives to help create an organization where all employees feel valued.	Inclusion and Belonging
Build relationships across the organization to promote organizational awareness.	Team Building
Conducts research, provides analysis, prepares reports and communicates work progress on a variety of projects, as assigned.	Team Building
Leads and coordinates organizational meetings on behalf of the city manager.	Employee Appreciation

IMPACT	PRIORITY	REQUIRED
Helping people, teams and the organization be their best through learning and development opportunities.	Organizational Culture	
Helping people, teams and the organization be their best through learning and development opportunities.	Organizational Culture	
Helping people, teams and the organization be their best through learning and development opportunities.	Organizational Culture	No
Giving people managers the tools they need to manage and engage their teams.	Organizational Culture	No
Giving people managers the tools they need to manage and engage their teams.	Organizational Culture	
Giving people managers the tools they need to manage and engage their teams.	Organizational Culture	
Investing in what makes employees uniquely talented.	Organizational Culture	
Investing in what makes employees uniquely talented.	Organizational Culture	No
Investing in what makes employees uniquely talented.	Organizational Culture	No
Investing in what makes employees uniquely talented.	Organizational Culture	No
Investing in what makes employees uniquely talented.	Organizational Culture	No
Investing in what makes employees uniquely talented.	Organizational Culture	
Investing in what makes employees uniquely talented.	Organizational Culture	
Investing in what makes employees uniquely talented.	Organizational Culture	
Developing our managers as great coaches.	Organizational Culture	No
Developing our managers as great coaches.	Organizational Culture	No
Measuring how our employees experience 12 important elements of their work.	Organizational Culture	
Measuring how our employees experience 12 important elements of their work.	Organizational Culture	No
Measuring how our employees experience 12 important elements of their work.	Organizational Culture	No
Giving people the information, they need to do their jobs and be safe at work.	Safety	Yes
Giving people the information, they need to do their jobs and be safe at work.	Safety	
Giving people the information, they need to do their jobs and be safe at work.	Safety	
Leading a collection of efforts designed to create an organization where all feel welcome.	Organizational Culture	No
Leading a collection of efforts designed to create an organization where all feel welcome.	Organizational Culture	
Leading a collection of efforts designed to create an organization where all feel welcome.	Organizational Culture	
Leading a collection of efforts designed to create an organization where all feel welcome.	Organizational Culture	
Leading a collection of efforts designed to create an organization where all feel welcome.	Organizational Culture	
Leading a collection of efforts designed to create an organization where all feel welcome.	Organizational Culture	No
Helping manager build strong teams through intentional, customized experiences.	Organizational Culture	No
Helping manager build strong teams through intentional, customized experiences.	Organizational Culture	No
Recognizing employees through teambuilding and social activities in and outside of the office.	Organizational Culture	No

RESPONSIBILITY	SERVICE
Provides administrative and logistical assistance and support for strategic initiatives as needed.	Employee Appreciation
Suggest training to specific workgroups, tailoring content to achieve identified goals.	Performance Development
Ensures integration and continuity of organizational development throughout the City.	Organizational Culture Development
Implements city manager organizational culture and development initiatives.	Organizational Culture Development
Champions organizational culture, a line of sight between employees work and our values.	Organizational Culture Development
Champions organization values, a line of sight between employees work and our values.	Organizational Culture Development
Supports employee engagement survey activities, compiling reports and creating supplemental tools on engagement efforts.	Organizational Culture Development
Supports employee engagement survey activities, compiling reports and creating supplemental tools on engagement efforts.	Wellbeing Program
Coordinates meeting spaces and agendas for special events and city-wide activities.	Accommodations
Provides staff support to City Council and selected committees.	Proclamations
Provides pertinent meeting background information and necessary follow-up communication.	Administrative Support
Prepares a wide range of correspondence, reports, agendas and related materials.	Administrative Support
Greets the public, answer incoming inquiries for the City Manager's Office.	Mayor Council correspondence
Facilitates effective council activities and aligned communications.	Mayor Council correspondence
Prepares a wide range of correspondence, reports, agendas and related materials.	Mayor Council correspondence
Makes travel arrangements and coordinates conference and seminar registrations.	Mayor Council scheduling and travel
Makes travel arrangements and coordinates conference and seminar registrations.	City Manager scheduling and travel
Prepares the annual budget for the department.	Budget
Assists in recommending and preparing the annual budget for the department.	Budget
Drafts organizational and strategic communications.	Communication
Performs routine accounting functions such as purchase orders, invoices and monthly budget tracking.	Purchasing Cards
Anticipate the needs of the city manager	Strategic support
Ensure the city manager is prepared for meetings and decisions.	Strategic support
Filter requests to maximize the city manager's ability to focus on the development of the leadership team, the culture of the organization, and the needs of the council and community.	Strategic support

IMPACT	PRIORITY	REQUIRED
Develop and implement employee events and all employee meetings. Coordinate annual recognition awards.	Organizational Culture	No
Processes to ensure the organization connects mission with the work of employees.	Organizational Culture	No
Lead activities that build our team culture.	Organizational Culture	
Lead activities that build our team culture.	Organizational Culture	
Lead activities that build our team culture.	Organizational Culture	
Lead activities that build our team culture.	Organizational Culture	
Lead activities that build our team culture.	Organizational Culture	No
Caring for the health and wellness of our employees through intentional education and activities.	Safety	No
Meeting accommodations and hospitality	Community Engagement	No
Preparation of annual proclamations	Community Engagement	No
Provides pertinent meeting background information and necessary follow-up communication.	Community Engagement	No
Provides pertinent meeting background information and necessary follow-up communication.	Community Engagement	
Screen incoming mail and email. Prepare official correspondence	Community Engagement	No
Screen incoming mail and email. Prepare official correspondence	Community Engagement	
Screen incoming mail and email. Prepare official correspondence	Community Engagement	Yes
Conference registrations, hotel and flight reservations, process reimbursements	Community Engagement	No
Conference registrations, hotel and flight reservations, process reimbursements	Organizational Culture	No
Prepare Budget for City Manager and Strategic Initiatives	Organizational Culture	Yes
Prepare Budget for City Manager and Strategic Initiatives	Organizational Culture	Yes
Supporting strong communication with the organization and community	Organizational Culture	No
Reconciliation for Mayor, Council, City Manager	Organizational Culture	No
Ensure that projects are completed in a timely and accurate manner.	Organizational Culture	No
Inform decision-making by providing the right information at the right time.	Organizational Culture	No
Aligning the work of the team with the outcomes and strategic priorities of the city council.	Organizational Culture	No

RESPONSIBILITY	SERVICE
Extend the leadership of the city manager through good communication, coordinating and drafting strategic communications.	Champion Communication
Prepare and review reports, presentations, and correspondence for the city manager.	Agenda Backgrounds
Ensure that communication is clear, accurate, and aligned with values and strategic priorities.	Champion Communication
Serve as liaison to local government partners on policy issues and programs.	Champion Communication
Facilitates relationships with community partners.	Champion Communication
Manage future meetings to ensure appropriate communication.	Future Meetings List
Facilitate the city manager's check-in meetings with city council members and staff.	Operational oversight
Manage and track implementation of city council direction to ensure effective follow-through.	Operational oversight
Provide the leadership team with important information to prepare them for upcoming meetings or presentations.	Champion communication
Oversee strategic organizational, city council, and community initiatives.	Operational oversight
Work closely with city council and leadership to analyze and implement key initiatives.	Strategic support
Research proposed initiatives and prepares recommendations for action.	Strategic support
Assist in the development of organizational short and long-range goals and metrics.	Strategic support
Coordinate and advise on strategic plans for every department in the organization.	Strategic support
Implement and maintain standard operating procedures across the organization.	Operational oversight
Update organizational analysis and service inventory aligned with the budget.	Operational oversight
Prioritize and manage projects including tracking and reporting to the city manager.	Operational oversight
Champion the development of resources to provide excellent public service to our community.	Champion communication
Provide support and oversight for special projects and initiatives.	Operational oversight
Work with leadership to deliver, monitor and communicate progress towards goals.	Operational oversight
Prepare communications to keep leadership and city council informed on progress.	Champion communication
Provide tactical support to implement ideas.	Operational oversight
Provide city manager and other senior leaders with insight and analysis.	Strategic support
Identify challenges and recommend solutions across departments, teams, and individuals.	Strategic support

IMPACT	PRIORITY	REQUIRED
Facilitating communication for all audiences.	Community Engagement	No
Support the background progress to ensure great communication.	Community Engagement	Yes
Facilitating communication for all audiences.	Community Engagement	No
Making outrageous efforts to reach and connect the community.	Community Engagement	No
Making outrageous efforts to reach and connect the community.	Community Engagement	No
Maintain Future Meetings List for all Council/commission meetings	Community Engagement	No
Coordinating workflows across departments.	Organizational Culture	No
Managing key project and initiatives.	Organizational Culture	Yes
Acting as the primary point of contact for the leader, filtering and prioritizing information and communication.	Community Engagement	No
Managing key project and initiatives.	Organizational Culture	No
Inform decision-making by providing the right information at the right time.	Organizational Culture	No
Aligning the work of the team with the outcomes and strategic priorities of the city council.	Organizational Culture	No
Aligning the work of the team with the outcomes and strategic priorities of the city council.	Organizational Culture	No
Aligning the work of the team with the outcomes and strategic priorities of the city council.	Organizational Culture	No
Coordinating workflows across departments.	Organizational Culture	No
Coordinating workflows across departments.	Organizational Culture	No
Ensuring deadlines are met.	Organizational Culture	No
Making outrageous efforts to reach and connect the community.	Community Engagement	No
Managing key project and initiatives.	Organizational Culture	No
Ensuring deadlines are met.	Organizational Culture	Yes
Facilitating communication for all audiences.	Community Engagement	No
Managing key project and initiatives.	Organizational Culture	No
Inform decision-making by providing the right information at the right time.	Organizational Culture	No
Aligning the work of the team with the outcomes and strategic priorities of the city council.	Organizational Culture	No



Burnsville

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