

ORDINANCE #1258

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN, TO AMEND THE LANSING CODIFIED ORDINANCES BY AMENDING CHAPTER 288 SECTION 288.10 and 288.14 AND ADDING 288.20 TO CORRECT THE NAMES OF VARIOUS CITY DEPARTMENTS AND SPECIFY THE MINIMUM REQUIREMENTS FOR THE DIRECTOR OF EACH DEPARTMENT.

THE CITY OF LANSING ORDAINS:

Section 1. That Chapter 288, Section 288.10, 288.14, AND 288.20, of the Codified Ordinances of the City of Lansing, Michigan, be and are hereby amended to read as follows:

288.10. - Director of ECONOMIC DEVELOPMENT AND PLANNING ~~planning and neighborhood development.~~

The Director of Planning and Neighborhood Development ECONOMIC DEVELOPMENT AND PLANNING shall satisfy the following minimum qualifications:

(a) *Training and Experience.* He or she shall have a bachelor's degree in urban planning, public administration, business administration or a related field and five years of professional management experience in positions of increasing responsibility, two years of which must have been with a state or local governmental agency. Additionally, the candidate shall have completed 16 quarter hours or equivalent semester hours of college level course work in supervisory management. An equivalent combination of training and experience in related activities may be substituted for supervisory experience and up to eight quarter hours of the required supervisory management course work.

(b) *Knowledge and Skills.* He or she shall have comprehensive knowledge of the principles and practices of organizational development, community planning and public management, as applied to municipal development, and of State and local legislation, codes and ordinance enforcement as related to city planning. He or she shall have considerable knowledge of the principles of building construction and real estate development and of research methods and techniques and application and utilization in the data processing field. He or she shall have some knowledge of marketing practices. He or she shall have considerable skill in expressing oneself clearly and concisely, orally and in writing, and in establishing and maintaining effective relationships with contractors, developers and diverse citizen groups. He or she shall have comprehensive skill in planning, scheduling and directing the work of professional personnel and in planning and administering long and short-range programs for effective Municipal development. He or she shall have considerable skill in Federal, State and local law interpretation.

288.14. - Director of HUMAN RESOURCES ~~personnel and training.~~

The HUMAN RESOURCES Personnel and Training Director shall satisfy the following minimum requirements QUALIFICATIONS:

(a) *Training and Experience.* He or she shall have a bachelor's degree in psychology, public personnel administration, labor and industrial relations or a related field and six years of professional personnel management experience, three of which must have been with a state or local government agency. Additionally, the candidate shall have completed 16 quarter hours or equivalent semester hours of college level course work in supervisory management. An equivalent combination of training and experience in related activities may be substituted for supervisory experience and up to eight quarter hours of the required supervisory management course work.

(b) *Knowledge and Skills.* He or she shall have comprehensive knowledge of the standard principles, practices, methods and techniques of public personnel administration and of analysis of departmental personnel requirements and structuring of required programs; considerable knowledge of local government organization and its department operating requirements, and of recent developments, current literature and sources of information in public personnel management. He or she shall have considerable skill in expressing oneself clearly and concisely, orally and in writing, and in establishing and maintaining effective working relationships with City officials and personnel. He or she shall have considerable knowledge of and experience in collective bargaining and labor contract administration; in administering State and Federal public employment programs; and in administering and evaluating personnel testing and evaluation procedures.

288.20 DIRECTOR OF NEIGHBORHOODS AND CITIZEN ENGAGEMENT

THE NEIGHBORHOODS AND CITIZEN ENGAGEMENT DIRECTOR SHALL SATISFY THE FOLLOWING MINIMUM QUALIFICATIONS:

(A) *TRAINING AND EXPERIENCE.* HE OR SHE SHALL HAVE A BACHELOR'S DEGREE IN EITHER ECONOMICS, POLITICAL SCIENCE, COMMUNICATIONS, PUBLIC ADMINISTRATION, BUSINESS ADMINISTRATION OR A RELATED FIELD AND FOUR (4) YEARS OF SUPERVISORY LEVEL EXPERIENCE. ADDITIONALLY, THE CANDIDATE SHALL HAVE COMPLETED SIXTEEN (16) QUARTER CREDIT HOURS OR TWELVE (12) SEMESTER CREDIT HOURS OF COLLEGE LEVEL COURSE WORK IN SUPERVISORY MANAGEMENT. AN EQUIVALENT COMBINATION OF TRAINING AND EXPERIENCE IN RELATED ACTIVITIES MAY BE SUBSTITUTED FOR SUPERVISORY EXPERIENCE AND UP TO EIGHT (8) QUARTER HOURS OF THE REQUIRED SUPERVISORY MANAGEMENT COURSE WORK.

(B) *KNOWLEDGE AND SKILLS.* HE OR SHE SHALL HAVE CONSIDERABLE KNOWLEDGE OF ORGANIZATION DEVELOPMENT, BUDGET ADMINISTRATION, AND GRANT WRITING TO SECURE FUNDING RELATED TO COMMUNITY

OUTREACH PROGRAMS. HE OR SHE SHALL HAVE CONSIDERABLE SKILL IN WORKING WITH NEIGHBORHOOD, COMMUNITY, COMMERCIAL, AND FAITH-BASED GROUPS TO IMPROVE NEIGHBORHOOD RESIDENT INVOLVEMENT. HE OR SHE SHALL HAVE CONSIDERABLE SKILL IN SOURCING, SECURING, AND MANAGING RESOURCES FROM THE COMMUNITY. HE OR SHE SHALL HAVE CONSIDERABLE SKILL IN PLANNING AND DIRECTING THE WORK OF OTHERS; IN ESTABLISHING EFFECTIVE WORKING RELATIONSHIPS WITH OTHERS; AND IN COMMUNICATING WITH TAXPAYERS, COMMUNITY AND NEIGHBORHOOD GROUPS, AND OTHER GOVERNMENTAL OFFICIALS.

Section 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules inconsistent with the provisions are repealed.

Section 3. Should any section, clause or phrase of this ordinance be declared to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be invalid.

Section 4. This ordinance shall take effect on the 30th day after enactment, unless given immediate effect by City Council AND SHALL EXPIRE DECEMBER 31, 2028.