
MEMORANDUM



TO: Mayor & City Council
FROM: Robert Barbian, City Administrator
SUBJECT: Community Development Manager
DATE: December 17, 2020

BACKGROUND:

The position of Community Development Manager has been in place prior to the hiring of Stephanie Hillesheim. The Manager position is designed as an advanced supervisor level position with leadership responsibilities and a Specialist is an entry level position. The Manager position requires both a degree as well as experience and training working for a municipality in community development. When Ms. Hillesheim was hired it was determined that her enthusiasm and related experience qualified her for the entry level position of a Community Development Specialist.

Now that she has the education, training and experience with demonstrated successes in the field such as obtaining a Department of Natural Resources Park Improvement Grant, worked on implementation of the grant, obtained a Business Development Infrastructure Grant and worked with various projects benefiting Princeton advancement is appropriate.

The Community Development Manager Position description is similar to the previously although updated with the desired skills of an economic developer in order to bring about greater concentration on efforts to attract investments. In addition, the position involves greater involvement in the integration of communications and technology.

The position description is attached for your consideration.

Upon consideration and adoption of the revised position description it be appropriate to consider the promotion of Stephanie Hillesheim to the position starting January 1, 2021. The position is recommended as a Grade 8 step 4.