



City of Kent Civil Service Meeting
319 S. Water Street • Kent, Ohio 44240
February 16, 2026 5:00pm

AGENDA

CALL TO ORDER

ROLL CALL

1. CIVIL SERVICE COMMISSION

- a) Welcome new commissioner Kai Carpenter
- b) Review of December 2025 meeting
- c) Personnel updates:
 - New Hires:
 - Hallie Stone, Interim Development Engineer, eff. 12/14/25
 - Ian Whittington, Police Officer, eff. 2/16/26
 - Resignations:
 - Andrea Walters, Dispatcher, eff. 12/17/25

2. BUDGET AND FINANCE

3. COMMUNITY DEVELOPMENT

- a. Community Development Director Bridget Susel is requesting authorization for the development of a new position, Development Coordinator, with an exceptional appointment under Rule 7.04b.

4. HEALTH DEPARTMENT

5. SAFETY ADMINISTRATION

6. SERVICE DEPARTMENT

7. OLD BUSINESS

8. NEW BUSINESS

9. ADJOURNMENT

**Rule 7.04 (b) In the case of a vacancy in a position in the classified civil service where peculiar and exceptional qualifications of a scientific, managerial, professional, or educational character are required, and upon satisfactory evidence that for specified reasons competition in such special case is impractical and that the position can best be filled by a selection of some designated person of high and recognized attainments in those qualities, the Commission may suspend the provisions of Section 124.01 to 124.64 of the Revised Code that require competition in such case, but no suspension shall be general in its application. All such cases of suspension shall be reported in the minutes of the Commission and in the annual report with the reasons for the suspension.*



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: February 11, 2026
TO: Civil Service Commission
FROM: Bridget Susel, Community Development Director *BOS*
RE: Community Development Department Position Change

The person who had been working as the Development Engineer in the Community Development Department resigned in mid-December. The Development Engineer position requires the person working in this role to be a licensed professional engineer (P.E.), which is a criterion that historically has limited the number of qualified candidates able to fill the position. The position involves issuing permits to contractors for work on commercial and residential properties so to ensure the duties of this position continued with minimal interruption, a staff person from the City Engineer's Department has been working on an interim basis to complete the duties of the Development Engineer. This staff person is not a professional engineer, but her experience working in the City Engineer's Department has provided her with the knowledge and expertise needed to effectively understand and complete many of the responsibilities of the Development Engineer position.

With the recent vacancy, the Community Development Department, in consultation with the City Manager and the Human Resources and Budget & Finance Departments, evaluated the responsibilities of the position and it has been determined that the vast majority of the work associated with the position does not require the person performing the work to be a professional engineer (P.E.). The Human Resources Director and Community Development Director jointly developed a new proposed position of Development Coordinator that encompasses many of the responsibilities of the Development Engineer position, but removes the requirement the position be filled by a licensed professional engineer (P.E.).

The new proposed Development Coordinator job description is attached. The proposed new position, if approved by the Civil Service Commission and Kent City Council, will remain a civil service position, but will change the "pay classification" from a level III (2026 range of \$94,595 to \$118,677) to a level V (2026 range of \$75,001 to \$95,627).

As part of the discussion, I also am requesting that if the new proposed position receives all of its approvals, the administration be granted permission to appoint the current City staff person from the City Engineer's Department as an "exceptional appointment" to the new position in order to expeditiously fill the new role with someone who is already completing the position's work responsibilities.

Please let me know if you need anything else from the Community Development Department in order to add this item to the February 16, 2026 Civil Service Commission meeting agenda.

Thank you.

Attachment

Cc: Suzanne Stemnock, Human Resources Director
Dan Morganti, Assistant Community Development Director
Hallie Stone, Interim Development Engineer



CITY OF KENT JOB DESCRIPTION

DEVELOPMENT COORDINATOR

Department: Community Development
Non-Exempt, Classified

Reports to: Community Development Director
Updated: January 2026

RESPONSIBILITY

Under the direction of the Community Development Director, the Development Coordinator performs technical site plan review functions including, but not limited to, review of subdivisions and site plans, supervision of private construction projects, oversight of the construction and post construction stormwater control measures, provides staff support for the Planning Commission, preparation of feasibility analyses, cost estimates, bond amount calculations, reports, processing permit applications, and other functions related to the normal operation of the Community Development Department.

TYPICAL TASKS (Illustrative Only)

Reviews plans and specifications for compliance with applicable codes, standards and requirements and processing permit applications for utility and site work.

Verifies Planning Commission application submissions are complete, assists with preparing the report for the Planning Commission, and may assist with presenting the findings at the Planning Commission meeting.

Performs inspections of the stormwater pollution prevention measures both during construction and post construction.

Conducts and supervises complaint investigations and recommends responses to the complaint and solutions to the problem. Conducts and supervises inspection of construction in progress and completed work for compliance with the specifications, standards and requirements.

Provides interpretation of plans, specifications and standards to contractors, applicants and others.

WORKING CONDITIONS

The working environment of the Development Coordinator involves exposure to conditions generally found in an office setting, in addition to conditions generally found in and around street repair and construction sites. The Development Coordinator works with office equipment, such as computer hardware and software applications, telephones, copy machines, and appliances. Within the office setting, the Development Coordinator will move, lift, and/or retrieve items of standard office use, such as paper by the ream or box, file record storage boxes and office equipment.

The Development Coordinator travels as required, works out of doors when necessary, and works evening or weekend hours in addition to a regular 40-hour work week when required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Development Coordinator must have thorough knowledge of municipal site plan review practices and theories, and must have considerable knowledge of the tools, methods and materials used in the construction of streets, sewers, waterlines and related public works; of concrete construction, asphalt concrete construction and the working qualities of each. The Development Coordinator must possess the ability to calculate stormwater flows, make various calculations involving utility design, civil materials design, survey boundaries, etc.; to understand and apply material and construction standards to projects; to prepare written technical reports, written correspondence, maintain accurate records, and use computers for word processing, spreadsheets, data bases and computer aided drafting (CAD) and design software.

The Development Coordinator must possess excellent communication skills, which includes the ability to communicate orally and in writing; to establish effective working relationships with coworkers, management personnel, subordinate personnel, City officials, and the public; to understand and carry out written and oral instructions; to read and interpret information; and to exercise tact and discretion when dealing with the public.

The Development Coordinator must possess the ability to assign, and delegate the work of contracted personnel; to analyze difficult situations, problems, and data; to exercise independent judgment when resolving conflicts with applicants, contractors, employees or the general public.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Bachelor's degree in urban studies, planning, public administration, geography, or a related field is required. The Development Coordinator must be certified or willing to get certified within the first year of employment as a Certified Professional in Erosion and Sediment Control. In addition, the Development Coordinator must have a minimum of five years experience working with municipal site plan review practices and procedures and knowledge and experience applying standards and code regulations to site plans or present another combination of equivalent experience so as to indicate possession of the required knowledge, skills, and abilities listed above.

SPECIAL REQUIREMENTS

The Development Coordinator must be in possession of a valid State of Ohio driver's license; must have a good driving record at the time of hire and be able to maintain such good record as outlined in the City of Kent's Motor Vehicle Safety and Usage Policy.

ESSENTIAL FUNCTIONS

1. Performs technical site plan review functions such as review of subdivisions and site plans for private construction projects, oversight of the construction and post construction stormwater control measures, provides staff support for the Planning Commission, preparation of feasibility analyses, cost estimates, bond amount calculations, reports, processing permit applications, and other functions related to the normal operation of the Community Development Department.
2. Verifies Planning Commission application submissions are complete, assists with preparing the report for the Planning Commission, and may assist the Community Development Director with presenting the findings at the Planning Commission meeting.

3. Performs inspections of the stormwater pollution prevention measures both during construction and post construction.
4. Conducts and supervises complaint investigations; conducts and supervises the inspection of construction in progress and completed work for compliance with the specifications, standards and requirements.
5. Exercises independent judgment when resolving conflicts with applicants, contractors, employees or the general public.
6. Reviews plans and specifications for compliance with applicable codes, standards and requirements. Reviews Standard Construction Drawings and Specifications of the City.
7. Prepares written technical reports, written correspondence, maintains accurate records, and uses computers for word processing, spreadsheets, data bases and computer aided drafting (CAD) and design software.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.