

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Planning Director</b>
<b>Class Code Number</b>	<b>1060</b>
<b>FLSA Designation</b>	<b>Exempt (Administrative)</b>
<b>Pay Grade and Range</b>	<b>36</b>
<b>Effective Date</b>	<b>October 2020</b>

### General Statement of Duties

Plans, organizes and directs the overall planning, economic development, zoning, community development, land management and related functions within the City and Borough; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to supervise and perform short range and long range planning, economic research and development, land development and management, zoning review, community development and state and federal grant functions in accordance with assigned responsibilities. The work is performed under the direct supervision of the City Administrator but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of employee(s) in the class of Planner I. An employee in this class performs the duties of other employees in the Planning Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State and Federal officials and the public. The principal duties of this class are performed in both a general office environment and at various fieldwork sites throughout the City and Borough.

### Examples of Essential Work (Illustrative Only)

- Plans, organizes and directs all planning, economic development, land development and management and federal and state grant functions within the City and Borough;
- Researches and evaluates the capacities of the community to accommodate grants and development, and prepares related analyses and makes recommendations;
- Prepares long range plans, including comprehensive plans;
- Provides information to the public on land ownership patterns, land use regulations, economic trends and related matters;
- Researches and prepares economic and fiscal impact analyses relating to assigned community issues and/or projects and educates media representatives and the general public concerning such findings and impact;
- Coordinates the development of the Land Management Program;
- Administers zoning and subdivision regulations;

- Prepares and maintains land use studies, records, maps and refines new computer applications;
- Develops and administers economic development programs within the City and Borough;
- Provides staff and administrative support, prepares materials for and attends meetings of the Planning and Zoning Commission, Economic Development Commission, Comprehensive Plan Implementation Team and the City and Borough Assembly, including collect, analyzing and organizing planning, economic development and related reports to policy makers;
- Serves as the staff liaison and principle point of contact for all matters regarding Baranof Warm Springs;
- Coordinates and writes public information documents for the municipal organization;
- Develops and implements a land sales strategy for municipality owned land;
- Processes tidelands lease requests;
- Acquires land for the City and Borough as dictated through City and Borough Assembly policies and market realities;
- Issues clearance for land use permits;
- Serves as the Municipal Lands Officer, including cataloguing, reviewing and requesting for lands under the Municipal Lands Act of 1978;
- Prepares coastal consistency determinations for projects contemplated within the political jurisdiction of the City and Borough;
- Prepares State and Federal grants for financial assistance within the municipality and administers related funds;
- Coordinates planning issues and projects within citizen groups and affected members of the public;
- Serves as a floodplain advisor along with the Building Official;
- Develops related ordinances, reviews building sites for approval and provides information and advice to business organizations as necessary and requested;
- Provides land use assistance in the removal of junked and abandoned vehicles on private property;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Comprehensive knowledge the current practices and procedures involved in planning within a municipality;
- Comprehensive knowledge of land use needs and the analysis and recognition of related issues;
- Thorough knowledge of the current practices and procedures involved in economic development activities;
- Thorough knowledge of land development practices;
- Thorough knowledge of current state and federal grant programs;
- Thorough knowledge of local government operations, including the operations of the Finance and Public Works Departments;
- Thorough knowledge of administering zoning and subdivision regulations;
- Knowledge of coastal management programs;
- Knowledge of Geographical Information Systems (GIS) development and maintenance procedures;
- General knowledge of State and Federal real estate law and land mapping and disposal practices;

- Ability to use GIS, computer graphics and imaging processing software;
- Ability to develop comprehensive plans;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to work with citizens who may become emotional, concerning official policies and regulations and municipal initiatives;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelors’ Degree or equivalent in Urban Planning, a Master’s Degree preferred and an AICP member; and
- Extensive experience in Urban Planning, Economic Development or a related field; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Possession of a driver’s license issued by the State of Alaska.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office experience and visit various work sites throughout the City and Borough including outlying areas.

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