

City and Borough Sitka, Alaska

Class Specification

Class Title	Planner I
Class Code Number	1063
FLSA Designation	Exempt (Administrative)
Pay Grade and Range	Grade 28
Effective Date	05/05/2020

General Statement of Duties

Provides office administration for the Planning Department within the City and Borough; performs related work as required.

Assists the Planning Director with 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

One principal function of an employee in this class is to maintain all planning case files, compile data and related reports and perform special projects as assigned by the Planning Director. The work is performed under the direct supervision of the Planning Director. Approximately 30% of the position’s time is dedicated to these general office duties.

A second principal function of an employee in this class is to perform short range and long-range planning, economic research and development, land development and management, zoning review, and, community development and state and federal grant functions in accordance with assigned responsibilities. Approximately 70% of the position’s time is dedicated to traditional assistant planner tasks.

Leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Planning Department as required. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other 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)

- Attends commission and Assembly meetings;
- Obtains and identifies legal descriptions from the Assessing Department and prepares notification lists for planning applications;
- Locates maps and related information as requested;
- Mails out notices and advertising to property owners for Planning Commission packets and City and Borough Assembly packets;
- Compiles and copies materials for the Historic Preservation Commission;

- Maintains meeting schedules and prepares legal notices for advertising;
- Prepares correspondence and reports as requested;
- Coordinates and organizes information from various sources for use in the analysis of planning and economic development issues;
- Provides information to the public regarding zoning classifications, requirements for setbacks and fences and application procedures in accordance with established codes and procedures;
- Communicates the purposes and history involved in zoning and subdivision regulations;
- Assigns physical property addresses as needed and provides information to the public regarding legal descriptions;
- Gathers signatures and records subdivision plats with the State of Alaska;
- Provides information to other departments as necessary and requested;
- Maintains assigned department inventories and orders office supplies as necessary;
- 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;
- Provides data involved in planning issues and enters changes to planning records;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Plans 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 and Capital Improvement 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;
- Administers zoning and subdivision regulations;
- Assists with economic development programs within the City and Borough;
- Attends meetings, as directed;
- 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;
- Assists in the development of 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;
- 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;
- Responds to citizens' questions and comments in a courteous and timely manner;
- 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

- Knowledge the current practices and procedures involved in planning within a municipality;
- Knowledge of land use needs and the analysis and recognition of related issues;
- Knowledge of the current practices and procedures involved in economic development activities;
- Knowledge of land development and construction principles and practices;

- Knowledge of current state and federal grant programs;
- Knowledge of local government operations, including the operations of the Finance and Public Works Departments;
- Knowledge of administering zoning and subdivision regulations;
- Good knowledge of Geographical Information Systems (GIS);
- General knowledge of historic preservation practices;
- 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 type quickly in Word and prepare spreadsheets in Excel, learn graphics programs, and learn Adobe programs;
- 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.
- The individual must demonstrate an ability and willingness to perform both assistant planner tasks and tasks that are generally performed by an administrative assistant.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelors' Degree or equivalent, or,
- 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.

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