PLANNING & LAND USE DIRECTOR

I. BASIC FUNCTIONS:

This is highly responsible administrative and professional planning work.

The employee occupying the position of this class is responsible for planning, organizing, and directing through subordinate supervisors the activities of the Planning Department consisting of planning, platting, land use code compliance, and cultural resources.

II. DISTINGUISHING CHARACTERISTICS:

The Planning Director is expected to coordinate departmental activities with other governmental units, as well as private organizations, which entails considerable contact with a wide range of community groups, public and private officials, and the public. Considerable evaluation and interpretation of departmental programs and policies, along with the development of budget proposals, is a significant aspect of the work. Work involves the exercise of considerable independent judgement and discretion in interpreting, applying, and enforcing laws, regulations, ordinances, and policies applicable to a variety of planning, land use, and related programs and activities. This position may also serve as Acting Borough Manager in the absence of the Borough Manager.

Supervision Received:
Works under the general direction of the Borough Manager who reviews work for the effective management of assigned activities through conferences, reports, and the services provided by assigned programs.

Supervision Exercised:
Provides direction and supervision to professional, technical, and office support staff by assigning projects, reviewing progress at staff meetings, and upon completion of assignments.

Working Conditions:
Work is performed primarily in an office setting although work activities require a number of meetings outside the Borough offices which require travel and exposure to weather conditions.

III. REPRESENTATIVE EXAMPLES OF WORK:

Plans, organizes, and directs the work and programs of the department which entails broad and diverse programs involving planning, platting, land use code compliance, and cultural resources.

Ensures consistent application and compliance of land use codes, platting regulations, and other related land use laws.

Confers with real estate developers, state and federal agencies, property owners, realtors, and others on questions regarding planning and zoning regulation and land use control.

Develops and writes land use regulations, resolutions, and ordinances working in concert with the Planning Commission.

Prepares requests for proposals and administers contracts and grants.

Coordinates activities of citizen advisory boards and serves as ex-officio member of Planning Commission; prepares Planning Commission agenda and materials; serves as a member of policy review committees and planning teams.

Formulates policies, programs, and budgets and oversees implementation; conducts program evaluations; resolves departmental issues.

Performs related work as required.

IV. KNOWLEDGES, ABILITIES, AND SKILLS:

Considerable knowledge of management practices and principles including management of human and financial planning.

Considerable knowledge of the principles and techniques of land use planning and community development.

Considerable knowledge of Federal and State laws, ordinances, and policies relative to planning.

Some knowledge of Federal and State historic preservation laws and regulations.

Ability to supervise and evaluate employee performance and departmental activities based on policy guidelines, regulations, and laws.

Ability to exercise tact, courtesy, and patience when dealing with the public.

Ability to establish and maintain effective working relationships with City, State, and Federal officials, private officials, other department heads, and Borough employees.

Ability to express ideas effectively, both orally and in writing.

Ability to visualize and use sound judgement in planning for future Borough development.

V. GENERAL RECRUITING QUALIFICATIONS:

Minimum: Bachelors degree in planning, public administration, business administration, or related field is required. Ten (10) years of progressively responsible experience in the development, operation or management of public planning land use development, or similar programs, including five (5) years of supervisory experience and five (5) years of experience at the executive/director level.

Incident Command System classes required within one (1) year of hire: ICS-100 and IS-700.

Valid Alaska driver’s license and a clear driving record and criminal history.

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VI. ADDITIONAL INFORMATION:

Tools and Equipment Used:
General office equipment and tools, including telephone, personal computer, calculator, dictaphone, copy machine, tape recorder, or VCR. Automobiles.

Physical Demands:
The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to sit, talk, listen, and use hands to hold or handle objects or controls. The employee is frequently required to walk short distances within the building or between vehicle and building. The employee is occasionally required to reach with hands and arms, lift or move up to 10 pounds. On occasion, the employee is required to drive a vehicle. Specific vision abilities required by this position include close vision and the ability to adjust focus.