

## Job Description

<b>Job Title</b>	Director of Planning	<b>Department</b>	Planning
<b>Reports to</b>	City Manager	<b>Salary Level</b>	XI
<b>Classification</b>	Exempt	<b>Revision Date</b>	05/20/24

### I. General Description

This position serves as staff for the Planning Commission and is responsible for planning, platting, permitting, and related land use matters within the City; works with administration to identify funding for capital projects, assists with grant writing; administers and enforces relevant municipal codes; serves as liaison to the City Council regarding all matters relating to the planning, growth, and development of the City; and provides assistance with related municipal activities.

### II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

### III. Essential Job Duties

1. Assist Department Heads and/or City Manager with:
  - locating funding opportunities,
  - coordinating with other agencies and staff concerning funding plans,
  - grant proposals and reporting narratives,
  - coordinating grant activities and reports.
2. Assist with developing, reviewing and processing proposals for solicitation of goods and services.
3. Provide information on past projects, addresses, as-builts, and other information as required by Agencies and the public.
4. Assess community goals through the annual capital improvement projects process, public hearings, questionnaires, etc.
5. Develop funding plans to achieve capital improvement goals that are not department specific.
6. Collaborate with other land managers and agencies in planning and platting, to resolve land use issues.
7. Work with Planning Commission and City in the development of policies and procedures to address land use issues, and move the community toward its goals.
8. Process land use actions (subdivision requests, variances, street names, addressing, permits, etc.) and present those applications to the Planning Commission and City Council as required.
9. Generate, assemble, analyze, and record data.
10. Conduct public meetings with the Planning Commission or as directed on issues relevant to planning department.

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11. Provide staff support to the Planning Commission.
12. Provide necessary reports, research, or other information required by the Planning Commission or City Manager.
14. Effectively explain, administer, and enforce municipal codes relating to land use.
15. Maintain the City's geographic information system, maintain street addressing system, prepare and update maps.
16. Manage the City's private and public property land records, plats, surveys, and files of the Planning Department.
17. Act as a liaison through the City Manager to the City Council concerning any and all matters relating to the Planning Department and Planning Commission activities/actions.
18. Responsible for the Planning Department budget.
19. Represent the City in a professional and courteous manner at all times and places.

### IV. Essential Knowledge, Skills and Abilities

#### Knowledge:

The position requires proficiency in the following areas:

1. Knowledge of City codes related to the duties of the City Planner and the City's procurement process.
2. Knowledge of grant writing techniques, reporting styles, and compliance rules.
3. Knowledge of GIS, mapping, subdivisions, and surveys.
4. Familiarity with Floodplain management, land use permitting, and other city permits and procedures.
5. Knowledge of public meetings and public process.
6. Local knowledge of Bristol Bay region, resources, and laws that govern tribal and corporation organizations.

#### Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Excellent verbal, written communication, and organizational skills and abilities are essential.
2. Must demonstrate proficiency in personal computer operations such as word-processing and spreadsheets. Prefer proficiency in the GIS computer program as well.
3. Ability to effectively prioritize and organize multiple tasks and projects.
4. Ability to work independently, exercise good judgment, solicit other professional resources as necessary, and coordinate with other staff, professionals, and consultants as necessary.
5. Ability to interpret legal descriptions and to evaluate site, land use, and flood plain permits.
6. Interact with the public in a courteous, helpful, and professional manner.
7. Work with co-workers, agencies, and vendors in a professional manner.



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### V. Work Environment and Physical Effort

Office environment. This position is located *off* of a busy, open area office. The employee is faced with constant interruptions and must meet with others on a regular basis. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment. The employee will have to spend long hours sitting and using office equipment and computers which can cause muscle strain. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. There are a number of deadlines associated with this position, which may cause significant stress. The employee must also deal with a wide variety of people on various issues.

### VI. Education and/or Experience

#### Education:

1. Minimum qualifications: High School Graduate or equivalent.
2. Prefer Bachelor's degree.

#### Experience:

1. Experience in community/regional planning or related field is desired.
2. Municipal experience preferred. Experience organizing and maintaining records essential.
3. Other combinations of education and experience providing knowledge, skills, and abilities necessary to perform the duties of this job may be evaluated on an individual basis.
4. Experience in surveying, mapping, and land use regulations preferred.
5. Experience in grant writing preferred.
6. Experience in civil engineering preferred.

### VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification required within first 60 days of employment (ICS 100,200,700,800). ICS 300 and 400 as soon as classes are available.

### VIII. Supervisory Responsibility

None

### IX. Scope of Employment

Regular, full-time employment, exempt position.



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### X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

This job description is accurate and has been reviewed with the above employee.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

This job description approved by:

Initials

Date

City Manager:

\_\_\_\_\_

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