

Municipality/Organization: City of Kotzebue

Job Title: City Planner

Posting Date: 03/29/18

Closing Date: Open until filled

Salary: Sixty to Sixty-five Thousand Dollars Annually/DOE

Qualifications:

Requires a combination of education and/or experience equivalent to a Bachelor's Degree in planning, public administration or community development. Computer knowledge and expertise in all Business Software Applications including (and/or willing to learn) AutoCAD. Experience and knowledge of ANSCA 14(3)(C)process preferred. Valid Alaska Drivers License.

Duties:

1. Planning Department organization; administration and program development.
2. Inter-departmental and inter-agency coordination for identifying physical, social and economic community development needs and opportunities.
3. Environmental impact evaluation for plans and projects.
4. State, Federal and Local permit applications for review, comment and/or approval.
5. Implementation of local zoning, subdivisions and flood management ordinances.
6. Prepare and/or coordinate grant applications as directed.
7. Preparation of long and short range plans, policies and programs. Update City of Kotzebue Comprehensive Plan. Responsible for inventory and analysis phase through development of implementation method and public hearing.
8. Responsible for directives from Planning Commission.
9. Coordinate and process Planning Commission meetings, notices, materials and agendas.
10. Attend City Council Meetings and/or local agency meetings as determined.
11. Perform and/or assume other duties as assigned.

To Apply: Please submit your application for employment or resume to:

City of Kotzebue, P.O. Box 46, Kotzebue, AK 99752

Web Link: [www.cityofkotzebue.com](http://www.cityofkotzebue.com)

Contact: Patsy Smith at (907) 442-3401 or fax to (907) 442-3424