



## **Lake and Peninsula Borough**

*P.O. Box 495  
King Salmon, Alaska 99613*

*Telephone: (907) 246-3421  
Fax: (907) 246-6602*



### **The Lake and Peninsula Borough is Soliciting Resumes for The Position of COMMUNITY DEVELOPMENT COORDINATOR**

#### **GENERAL PURPOSE:**

Seeking an adventurous and energetic professional to work as a technical and administrative staff member for the Lake and Peninsula Borough Assembly and Planning Commission. Requires technical work with mapping, grants, project management, permits, reports and plats. The position requires coordination among State and Federal granting agencies and regular communication with Borough communities including city and tribal governments.

#### **ILLUSTRATIVE EXAMPLES OF WORK:**

- Responsible for the Borough Comprehensive Plan and Review
- Act as Platting Officer for the Borough for approval of all Plat reviews
- Review Development Permit and make recommendations for approval
- Write, review and assist with grant applications
- Write RFPs and review responses for a range of Borough capital projects
- Manages planning/mapping projects & development projects
- Manages the Borough National Flood Insurance Program (NFIP)
- Reviewing and re-writing Borough ordinance as necessary
- Coordinate between communities and the State of Alaska DHS+EM during emergencies
- Develop detailed project plans, manage changes to the scope and schedule to ensure all projects are delivered on time, within budget.
- Directly involved in Borough Capital Improvements and road projects
- Write press releases and news articles on key Borough events

#### **OTHER DUTIES**

Conducts research and performs special projects as requested the Assembly and the Borough Manager. Provide technical assistance to and advise village officials as requested. Willingness to travel to small rural communities. Provides backup support to other staff.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### Knowledge of:

Thorough understanding of Alaska Title 29 and other applicable state law; emergency management procedures; familiarity with ANCSA and ANILCA;

##### Proficiency with:

Establishing and maintaining effective working relationships with all levels of Borough management, staff and citizens: advanced time management and analytical skills; working independently, in teams, in subordinate, and in leadership positions; expressing oneself clearly and concisely, orally and in writing; demonstrating organizational skills including attention to detail and multitasking skills; windows based networked computer

environment, MS Office software (Word, Excel, Access, Power Point), State of Alaska mapping databases, and familiarity with geographical information systems (GIS); exercise sound independent judgment within general policy guidelines; self-motivated and energetic personality.

#### Training and Experience

Proven working experience in project management; Bachelor's degree in planning or related field. Experience with rural Alaska communities. Prefer at least two years of increasingly responsible planning or community development work history or equivalent additional schooling.

#### **COMPENSATION AND BENEFITS:**

Salary range, \$50-80,000 per year depending upon qualifications and experience. Excellent health insurance including vision and dental. Enrollment in State of Alaska PERS Retirement System and 457 Deferred Compensation Plan option available. Position is located in King Salmon, Alaska.

#### **TO APPLY**

Send resume and a minimum of three professional references to

Kate Conley, Borough Clerk

PO Box 495

King Salmon AK 99613

Or by email to [kateconley@lakeandpen.com](mailto:kateconley@lakeandpen.com)

Applications will be received until position is filled. General Borough information can be found at [www.lakeandpen.com](http://www.lakeandpen.com). Further information may be obtained by calling 907-246-3421. The Lake and Peninsula Borough is a drug-free, Equal Opportunity Employer.