Kenai Peninsula Borough
Human Resources

NOTICE OF RECRUITMENT

POSITION OPEN: Planner

SALARY: $32.79 Hr.

POSTING DATE: August 6, 2020

CLOSING DATE: August 27, 2020

REQUIRED ATTACHMENTS: Resume, Cover letter

TO APPLY: Applications can now be submitted online at: www.kpb.us/jobs
Position Description
Kenai Peninsula Borough

Planner

Service Type: Classified, Range P

Definition: Under the general direction and supervision of the borough planning director or his designee, the planner is responsible for performing complex and varied planning and zoning assignments related to development, plan reviews and technical analysis; produces written reports and makes presentations at meetings; performs related work as required. Planners have considerable latitude to exercise independent initiative and judgement with oversight by providing support to the advisory planning commissions (APC) within the borough including assistance with project reviews at the APC level, developing local plans, and presenting APC recommendations to the planning commission. Also responsible for local option zoning assistance to neighborhoods.

Minimum Qualifications: A bachelor's degree in planning, political science, public administration or some other closely related field and three years of increasingly responsible experience in working with small town or rural area issues. Certification with the American Institute of Certified Planners (AICP) is preferred. Four years of increasingly responsible experience in land use planning or other related experience leading to a general knowledge of local community issues may be substituted for the formal education requirement. A demonstrated ability to work with community groups in resolving issues. A personal vehicle and a valid Alaska driver's license to perform all job functions is required.

Essential Functions:

1. Provides assistance to communities, planning agencies, and individuals on matters relating to comprehensive planning, and land use regulations.

2. Provides interpretation to the planning commission, borough staff, and the public concerning borough ordinances, state and federal laws and regulations as they pertain to planning and land use regulations.

3. Gathers and analyzes data, develops ordinances and resolutions, prepares staff reports, maps and advertisements for public hearings; formulates department recommendations regarding land use requests and makes presentations at public meetings throughout the borough.
4. Processes rezoning petitions, variance and conditional land use permit applications, and right-of-way/easement vacations; schedules and advertises public hearings, prepares all staff reports, memoranda and ordinances for presentation to the planning commission and enactment by the assembly.

5. Responsible for borough planning projects, including community and regional comprehensive plans and special use area plans with other agencies and departments.

6. Prepares grant applications.

7. Administers contracts.

8. Provides training and guidance to less experienced personnel and assists other staff with planning projects as needed.

9. Reviews proposed borough actions for compliance with goals and objectives of the borough comprehensive plan and other borough planning documents.

10. Performs field inspections, investigations, and technical review of land use requests, conditional land use permits, zoning variances, local option zoning district, marijuana license applications, etc. and ensures compliance with conditional land use permits conditions and other land use regulations.

**Other Functions:**

1. Other related duties as assigned.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to communicate orally and to use hands and fingers dexterously to operate office equipment; regularly required to sit; and occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally transport up to 30 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Position Description Record:

Date Updated: 12.20.2019

Reason for Update: Reformatted

Date Updated: 10.01.2019

Reason for Update: Revised, see footnote for scoring (424) (KKS)