

NOTICE OF RECRUITMENT

POSITION OPEN: Director of Planning
(*Position description attached*)

SALARY: Administrative, Level 6
\$85,543.00 - \$104,846.00

POSTING DATE: September 16, 2020

CLOSING DATE: October 2, 2020

REQUIRED ATTACHMENTS: Resume
Cover letter

TO APPLY: Applications can now be submitted online at:
www.kpb.us/jobs



Position Description

Kenai Peninsula Borough

Director of Planning

Service Type: Administrative, Level 6

Definition: Under the general direction and supervision of the borough mayor and/or his or her designee, the ***Director of Planning*** is responsible for the operation, management and administration of the Department of Planning as set forth in KPB 2.36.

Minimum Qualifications: A bachelor's degree in urban, regional, or community planning or a related field. Must have ten years of experience in the planning field, five of which involved land management, surveying, and/or economic and resource development work at the management level. Related postgraduate education may be substituted for the experience requirement on a year-for-year basis. Knowledge of relevant state and federal laws, data processing, geographic information systems, and the borough's economic/geographic/demographic/ social composition and energy issues highly desirable. Must possess leadership abilities, interpersonal skills, and written and verbal communication skills to be able to perform in a professional manner. Must have a valid Alaska driver's license to perform all job functions.

Essential Functions:

1. Responsible for organizing and supervising the duties of the planning department in accordance with the provisions of Chapter 2.36 of the borough code of ordinances.
2. Establishes departmental policies, procedures, goals, schedules, and budgets.
3. Provides administrative, investigative, research, and other executive services to the planning commission.
4. Provides recommendations to the planning commission on land uses issues, appeals and exceptions, plats, replats, vacation of public rights-of-way, and all other matters requiring planning commission action.
5. Administers and enforces the regulatory ordinances assigned to the department by the assembly and the regulations and orders of the planning commission.

6. Provides administrative and support services for the acquisition, management, and disposal of borough lands.
7. Provides information regarding resources, regulations, procedures and opportunities for development to the general public and other agencies.
8. Maintains coordination activities with federal, state, and local government agencies and utility firms.
9. Oversees the land management and geographic information systems divisions.
10. Provides support to other borough departments as needed.
11. Promotes healthy and safe work environment.

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; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. 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: 02.12.2020

Reason for Update: Reformatted

Date Updated: 10.2017

Reason for Update: Updated, SSB
