



May 16, 2022

## SENIOR PLANNER – LONG RANGE

PERMANENT FULL-TIME POSITION  
\$75,296 - \$80,371.20 Annually (DOQ)  
40 Hours per week

### WHAT THE CBJ CAN OFFER YOU:

In this position you will receive a competitive salary package that includes the opportunity for regular pay increases, [12 paid holidays](#) a year, an excellent [health insurance program](#) that includes medical, dental, vision and orthodontia care options, [paid leave](#) that accumulates progressively based off of years of service and retirement credit through [PERS](#) (Public Employees' Retirement System).

We value the health and well-being of our employees. The CBJ provides free parking, paid time off for parent teacher conferences, the ability to participate in a robust [wellness program](#) that includes [discounts to CBJ recreational centers](#) and local fitness programs, free bi-annual health screenings, free flu shots, free classes, challenges and webinars on healthy living to assist you with achieving work/life balance.

### About JUNEAU – Alaska's Capital City:

Juneau is located in Southeast Alaska and the only "road" in is the Alaska Marine Highway. To learn more about our remote community, please visit: <https://choosejuneau.org/>

### WORKING HOURS AND LOCATION

This position is exempt from overtime and works a general schedule of Monday through Friday, 8:00am – 5:00pm. Duties may require attendance at the [Planning Commission](#) and [Assembly](#) meetings, and will require attendance at other related meetings outside of normal working hours. This position is located in downtown Juneau in the Marine View Building at 230 South Franklin Street. This position works in a shared office environment that may have moderate noise and occasional interruptions.

### DESCRIPTION OF WHAT YOU WILL BE DOING

The [Community Development Department](#) (CDD) is recruiting for our vacant Senior Planner position. This position plays an essential role in our department, serving as the lead and project manager over long-range planning, the Comprehensive Plan, and area / neighborhood plans in accordance with pertinent rules; regulations and laws. This position acts as a mentor and lead to lower level planning staff members on current and long range planning. This position will research, analyze, compile data, prepare high-quality technical planning documents, maps, graphics, and analyses. This position will help facilitate outreach and lead project discussions with the general public, the Planning Commission, and the Assembly – as determined by project. Upcoming projects include an update to the Comprehensive Plan and completion of other small area plans.

### WHO WE ARE LOOKING FOR

CDD's ideal candidate will be a skilled facilitator and communicator who enjoys leading collaborative efforts and working within a small staff environment. The candidate will have extensive knowledge of principles, practices, and techniques of modern land use code, planning, development principles, and practices with broad experience in highly complex projects. Ability to organize work priorities to manage projects effectively, assure timely results, and meet deadlines. The candidate will excel at written communication and document creation in various forms including memo, letters to grantees and the public, as well as content for a variety of plans. CDD expects a high level of service to be provided to our external and internal customers with the ability to exercise tact, self-restraint and judgment.

### WHAT IS IT LIKE TO WORK IN OUR DEPARTMENT

CDD is a dynamic department composed of Permitting, Planning, Building, and Administrative sections that together are responsible for administering the land use ordinances and building code regulations for the City and Borough of Juneau. We are a team of individuals dedicated to public service and our Department values of Integrity, Professionalism, Inclusivity, and Innovation.

### DO I HAVE THE QUALIFICATIONS FOR THIS JOB – OUR MINIMUM QUALIFICATIONS

**Education:** Bachelor's Degree from an accredited college with a degree in planning, engineering, geography, architecture, public administration, project management, or a closely related field.

**Substitution:** Experience may be substituted for the required education on the basis of one month of experience for 2.5 semester hours or 3.75 quarter hours of education. Examples of qualifying experience includes sub-professional or paraprofessional work in environmental, transportation, or community development; architecture; engineering; land surveying; landscape architecture; urban design; historic preservation; geography; geographic information systems; housing administration, grant administration; business management; or research. **AND**

**Experience:** Three (3) years of professional level experience in community or urban planning. This work must have included one of the following specialties:

1. Comprehensive/Long-Range Planning.
2. Current Range Planning
3. Community Development
4. Land Use and Code Compliance
5. Urban Design
6. Economic Development
7. Environmental / Natural Resources / Hazard Mitigation Planning
8. Housing
9. Historic Preservation

**Certifications:** Must obtain an American Institute of Certified Planners (AICP), Association of State Floodplain Managers (ASFPM), Project Management Professional (PMP), or other approved certification relevant to the position, within 18 months of appointment and for continued employment.

**Other:** Current Driver's License at time of appointment and for continued employment.

**NOTE:** This is a benefited position. For more details about benefits, please visit the following web link:  
<https://juneau.org/human-resources/benefits>

#### **HOW DO I APPLY AND WHO CAN I CALL WITH QUESTIONS**

If you have questions about this position please call, Scott Ciambor at (907) 586-0753, ext. 4127.

We are accepting applications until **June 13, 2022**. Your application must be received by the Human Resources & Risk Management Department before the close of business (4:30 p.m. Alaska Standard Time) on the date listed above. You can submit your application by email, fax, USPS mail, or by dropping it off at the Human Resources & Risk Management office.

Applicants can visit our website for a copy of our application and instructions on how to submit it. If you have questions about our application you can contact us by phone at (907)586-5250. <https://juneau.org/human-resources/employment-opportunities>

Email completed applications to [employment@juneau.org](mailto:employment@juneau.org)

Fax (907)586-5392

#### **Mail completed application to:**

City and Borough of Juneau  
Human Resources & Risk Mgmt. Department  
155 South Seward St.  
Juneau, Alaska 99801  
<https://juneau.org/human-resources>

#### **Drop off completed application to:**

City and Borough of Juneau  
Human Resources & Risk Mgmt. Department  
107 Municipal Way, Suite 101  
Juneau, Alaska 99801