



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

*The City and Borough of Sitka is an Equal Opportunity Employer.*

## POSITION VACANCY

### PLANNER I

**Wage: \$55,702.40 to \$66,206.40**

Provides office administration for the Planning Department within the City and Borough; performs related work as required. Assists the Planning Director with overall planning, economic development, zoning, community development, land management and related functions within the City and Borough; performs related work as required. One principal function of an employee in this class is to maintain all planning case files, compile data and related reports and perform special projects as assigned by the Planning Director. The work is performed under the direct supervision of the Planning Director. Approximately 30% of the position's time is dedicated to these general office duties. A second principal function of an employee in this class is to perform short range and long-range planning, economic research and development, land development and management, zoning review, and community development and state and federal grant functions in accordance with assigned responsibilities. Approximately 70% of the position's time is dedicated to traditional assistant planner tasks.

#### **Benefits:**

PERS Defined Contribution Retirement

SBS Annuities program - 6.13% match

Employer Paid Life Insurance (employee only)

Medical Dental Vision (90%/10% employer/employee paid) (employee and dependents)

Annual Leave & Sick Leave

Paid Holidays

Floating Holidays

Eligible for 457 Retirement Plans with ICMA-RC and Waddell & Reed

Eligible for Supplemental Insurance Plans with USABLE, AFLAC, American Fidelity and State of Alaska

**Tasks:**

- Obtains and identifies legal descriptions from the Assessing Department and prepares notification lists for planning applications
- Locates maps and related information as requested
- Mails out notices and advertising to property owners for Planning Commission packets and City and Borough Assembly packets
- Maintains meeting schedules and prepares legal notices for advertising
- Provides information to the public regarding zoning classifications, requirements for setbacks and fences and application procedures in accordance with established codes and procedures
- Communicates the purposes and history involved in zoning and subdivision regulations
- Assigns physical property addresses as needed and provides information to the public regarding legal descriptions
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities
- Plans economic development, land development and management and federal and state grant functions within the City and Borough
- Assists in the development of ordinances, reviews building sites for approval and provides information and advice to business organizations as necessary and requested

**Acceptable Experience and Training:**

- Graduation from an accredited college or university with a Bachelors' Degree or equivalent, or,
- Extensive experience in Urban Planning, Economic Development, or a related field; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Submit Application to Human Resources via [hr@cityofsitka.org](mailto:hr@cityofsitka.org). or turn it in to Room 300, City Office Building. **Open Until Filled.**