



**CITY OF KENAI**  
invites applications for the position of:

## **Planning Director**

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<b>SALARY:</b>	\$39.67 - \$52.37 Hourly
<b>DEPARTMENT:</b>	Planning & Zoning
<b>OPENING DATE:</b>	06/09/22
<b>CLOSING DATE:</b>	07/01/22 05:00 PM
<b>JOB DESCRIPTION:</b>	

Under the direction of the City Manager, the Planning Director provides administrative direction and leadership and is responsible for all functions, operations, activities, and personnel related to planning, zoning, platting, and land management. The work includes determining the current and future needs of the department, maintaining good public relations, managing a budget, personnel administration, geographic information services, code enforcement, land use applications, land sale and lease administration, and implementing policies and procedures that support these functions. The position includes daily contact with outside agencies and the public and serves as the staff liaison to the Planning and Zoning Commission.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Manage all functions, operations, activities, and personnel related to planning and zoning, including but not limited to comprehensive plan amendments, rezoning, variances, and code compliance.
2. Develop and administer land management programs. Review applications related to development and land use; provide recommendations to Planning and Zoning Commission; ensure conformance with City policies, ordinances, the Comprehensive Plan, and state and federal laws; coordinate with Building Official on proposed development.
3. Serve as staff liaison to the Planning and Zoning Commission, including oversee the preparation of packets and public notices; provide background and context information on agenda items; attend Commission meetings and work sessions; attend Council meetings as required.
4. Maintain City land use and development data in the Geographic Information System (GIS), including water and sewer lines, street lights, addresses, and subdivisions. Prepare and maintain maps, graphics, and reports, including zoning and ownership.
5. Determine land status, physical and title characteristics of real property, right-of-ways, and other property interests and respond to related inquiries.
6. Develop land planning tools and dynamic documents, and facilitate the implementation of plans.
7. Develop and administer City-owned land management and land leasing program, including but not limited to amendments to the land management plan and land inventory, land leases, sales, transfers, donations, acquisitions, historic preservation, and related ordinances, policies and procedures. Draft documents and instruments to accomplish the acquisition, lease, and disposal of lands and resources.
8. Draft RFPs, manage contracts, develop project reports and oversee project work.
9. Maintain a variety of files, documents, records, and databases; compile information and statistics as needed; disseminate reports and communicate information.
10. Develop planning and zoning policy recommendations, including ordinances, policies, and procedures.
11. Prepare an annual budget request for operation and monitor the expenditures of funds to ensure compliance with the adopted budget, grant funds, and City policy.
12. Select, train, supervise, schedule, and evaluate the work of employee in accordance with City personnel policies. Meet regularly with employee to give assignments; advise the employee on policy changes and coming events.
13. Perform annual reviews and updates to the City All-Hazard Mitigation Plan; coordinate with participants in the plan to ensure reviews are completed.
14. Establish and maintain effective working relationships with government agencies, boards, commissions/committees, vendors, City employees, and the general public.
15. Attend and participate in professional training, conferences, and meetings to keep current with respect to new trends and developments in the field of Planning.
16. Identify grant opportunities and apply for grants; administer grant funds as required by funding source.
17. Perform job duties with minimal or no supervision.
18. Maintain regular, reliable, and predictable attendance at work.

19. Perform other duties as assigned by the City Manager.

### **MINIMUM QUALIFICATIONS:**

1. A bachelor's degree in Urban Planning, Resource Management or a similar degree program and a minimum of five (5) years of professional planning experience --or-- or a combination of some college coursework and a minimum of eight (8) years of progressively responsible planning and land management experience.
2. Possess or obtain a valid Alaska driver's license within thirty (30) days of employment and prior to operating a City vehicle. Applicants will be required to submit a Division of Motor Vehicles record upon request.
3. The employee must be available to work outside normal business hours.

### **DESIRABLE QUALIFICATIONS:**

1. American Institute of Certified Planners (AICP) certification or a minimum of education and experience to meet the requirements of the AICP exam.
2. Three (3) years of increasingly responsible experience specifically for small town or rural area planning.
3. Strong writing skills, including the use of proper and appropriate syntax and punctuation; writing samples may be required during the candidate assessment process.

**WORKING ENVIRONMENT** The work environment is typically in an indoor office setting, adequately heated, lighted, and ventilated. The Planner occasionally attends public meetings, often at night. The employee must occasionally travel to other areas in the community, in all types of weather, to other public office buildings or to document property conditions. While in the field, the employee may be required to walk on uneven surfaces, be exposed to various climate changes, and to drive a vehicle in various weather conditions.

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously (e.g., operate computers, telephones, photocopiers, microfiche, keyboards, scanners, postal machines, cameras, and other general office equipment); to communicate orally in person and on the telephone; must sit for extended periods of time; and is regularly required to sit, stand, walk, stoop, crouch, bend, lift, and reach with hands and arms. The employee is required to drive or walk to other City or public buildings. Specific vision abilities required include color, close, and peripheral vision. The employee must be able to hear and to talk and to communicate verbally in-person as well as on a telephone.

### **MISCELLANEOUS INFORMATION**

The City of Kenai is an equal opportunity employer. Employment is based on qualifications free of personal and political considerations, with equal opportunity for all with no discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, genetic information or any other basis prohibited by law.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kenai.city>

Position #00177  
PLANNING DIRECTOR  
CC

210 Fidalgo Ave  
Kenai, AK 99611  
(907) 283-8223

[ccunningham@kenai.city](mailto:ccunningham@kenai.city)

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### **Planning Director Supplemental Questionnaire**

- \* 1. Please describe in detail your experience providing direction and leadership related to planning, zoning, platting, and land management.
- \* 2. Please describe in detail your experience determining the current and future needs of a small group, division, or department in which you were responsible for managing a budget, personnel, geographic information services, code enforcement, land applications, and/or implementing policies and procedures that support these functions.
- \* 3. Do you have a bachelor's degree in Urban Planning, Resource Management or a similar degree program? If yes, please explain.

\* 4. How many years of professional planning experience do you have? Please explain.

\* 5. Do you possess or have the ability to obtain a valid Alaska driver's license within thirty (30) days of employment and prior to operating a City vehicle? Applicants will be required to submit a Division of Motor Vehicles record upon request.

Yes  No

\* 6. Do you have American Institute of Certified Planners (AICP) certification or a minimum of education and experience to meet the requirements of the AICP exam? If yes, please explain.

\* 7. Do you have increasingly responsible professional experience in small town or rural area planning? If yes, please explain.

\* Required Question