

HAINES BOROUGH
POSITION DESCRIPTION
Planning & Zoning Technician I

SUMMARY:

The Planning & Zoning Technician I is a full-time, benefited, union employee who works in the Lands Management/Assessment Department and reports directly to the Lands Manager/Assessor. This employee is responsible for assisting with planning the borough's land-use and development, and other administrative tasks as assigned. This job description reflects the essential duties and responsibilities as assigned by the administration. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES:

1. Administer Title 18 Land Use Code.

Explain land use code for the public. Provide and explain land use, conditional use and development permit forms. Perform site inspections for each permit. Submit completed permit applications in a timely fashion to the Borough Manager for signature. Submit land use permit reports to the Planning Commission at each regular meeting. Prepare land use recommendation memos to the Lands Manager and Planning Commission for conditional use permits at the direction of administration. Implement enforcement of permit approved stipulations placed by the Planning Commission on conditional uses or variances.

2. Code Enforcement.

Ensure compliance with nuisance (Title 8) and land use (Title 18) code by following the administrative code process used for handling complaints. This includes handling complaints, performing site investigations, and following the administrative code process to gain compliance. Maintains a list of violations for the Planning Commission and may testify in public hearings before the Assembly.

3. Administer municipal water and sewer utility permits.

Ensure that all fees are submitted prior to receiving water/sewer utility service. Coordinate utility permit transfers from land use permitting to the utility billing department. Prepare State permit paperwork, if requested by the applicant, when utility mains lie within a State right-of-way.

4. Subdivision plat reviews.

Receive proposed long and short plats to review for conformity to land use code, and coordinate Planning Commission review and approval and the plat signatures. Record the completed plat to the State Recorder's office. Organize Haines Borough plats.

5. Manage Geographic Information System (GIS).

This requires a comprehensive knowledge of Arc View and Arc GIS software. Maintain all aspects of the Haines Borough GIS system. Coordinate the GIS database with the property tax database to reflect borough wide platting changes. Provide database analysis and map information to the Borough administration. Assist in obtaining and administering GIS related grants. Maintain the geo-referencing of new subdivision plats and parcel data adjustments for the new parcels and subdivisions in the Borough.

6. Attend Planning Commission meetings.

Attend and record all regular and special meetings; provide administrative support, including preparing meeting packets and minutes. Draft proposed code language or changes from the Planning Commission to be submitted to the Assembly. Perform all follow up of Planning Commission decisions.

7. Works on complex Land Use projects or programs.

Works with and helps coordinate project activities including research, community contact, data analysis and recommendations and presentations. Prepares and presents reports to various groups. Establishes and maintains files, reports, maps, and other records.

8. ACMP Haines District Program Manager.

Represents the Haines district at the Southeast and statewide conferences. Submits the Alaska Coastal Zone Management Consistency Reviews the state. Maintains grants; submits quarterly reports, and other annual reports as directed. Coordinates development reviews with state and federal agencies.

9. Assessment Duties.

Works with the Assessor in the assessment functions, and assists the public regarding real property assessments and the property taxes. This position requires the successful candidate to build and maintain a good working knowledge of the State of Alaska statutes and Haines Borough Codes that regulate property assessment and taxes.

10. Assist, as needed, and cross-train within the department.

11. Work closely and cooperatively with other borough departments.

12. Other tasks as assigned.

KNOWLEDGE AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Requires strong familiarity with computer systems and modern office equipment.
2. Intermediate computer keyboard skills.

KNOWLEDGE AND ABILITIES ---continued---

3. Ability to operate word processing and spreadsheet programs. AutoCAD and GIS system experience are helpful.
4. Ability to read, analyze and interpret general governmental reports and regulations.
5. Ability to write correspondence, reports, plans, and meeting minutes.
6. Ability to effectively present information and respond to questions from individuals, groups and the general public.
7. Ability to define problems, collect data, and draw valid conclusions.
8. Ability to understand and interpret borough code regarding permits and planning/zoning issues.
9. Ability to work courteously and effectively with staff members and the public.

EMPLOYMENT STANDARDS:

1. High School Graduate or equivalent.
2. A minimum of three years experience in municipal planning and administration. A combination of training and experience may be acceptable.
3. Familiarity with regulations and enforcement of state and local laws.
4. Must hold a valid Alaska drivers license or have the ability to obtain one within 30 days of hire.

WORK CONDITIONS & ENVIRONMENT:

1. Command of the English language is necessary: Read, Write and Speak.
2. Ability for close, distance, and color vision work for extended time periods and to adjust focus points often.
3. While performing the duties of this job, the employee is regularly required to sit, use hands to operate a computer keyboard, or equipment controls; and to talk and hear. The employee is frequently required to reach with hands and arms, to stand, walk, climb, balance, kneel, or crouch. The employee frequently moves about to coordinate work. The ability to occasionally negotiate stairs is important.
4. The employee must occasionally lift and/or move up to 30 pounds.
5. The noise level in the work environment is usually quiet.