



# HAINES BOROUGH POSITION DESCRIPTION **Planner I**

**CLASSIFICATION:**

Regular, full-time; hourly wage; union position governed by the Local 71 Collective Bargaining Agreement and Haines Borough Code, especially HBC 2.06, 2.38, 2.62, 2.72-96, and 3.70-74.

**DESCRIPTION:**

The Planner I is responsible for general administration and assistance with enforcement of the Haines Borough planning and zoning laws and policies, management of the GIS system, interaction with the Planning Commission, and other duties as directed by the Manager. 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.

**SUPERVISION RECEIVED AND EXERCISED:**

This position reports directly to the Borough Manager or designee. The position has no supervisory responsibilities.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**ESSENTIAL:**

- Performs a variety of routine and complex administrative, technical and professional work in the conduct and implementation of Borough Planning and Zoning functions and programs, including the development and implementation of land use and related Borough plans and policies.
- Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals development impact as they relate to the adopted codes and plans of the Borough, prepares reports and makes recommendations.
- Assists Borough staff in the enforcement of local ordinances and in interpreting Borough Code and comprehensive plans.
- Manages all aspects of the Haines Borough Geographic Information System (GIS). Routinely coordinates the GIS database with the property tax database to reflect borough wide platting changes. Provides database analysis and map information to the borough administration via the GIS system. Manages geo-referencing of new subdivision plats and parcel data adjustment for new parcels.
- Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
- Assists in the development and implementation of zoning, subdivision regulations, capital improvement plans, land use plans, annexation studies, and other plans, studies, and codes to meet the Borough's needs.
- Researches planning information and concepts, land use, and legal issues relating to current and long-range planning matters and policy issues.
- Assists in maintaining the database of information for planning purposes, updating Borough maps and assigning addresses and street names per Borough standards.
- Prepares a variety of studies, reports, and related information for decision-making purposes; coordinates department activities with other Borough divisions, departments and outside agencies as needed.
- Provides staff support to the Planning Commission. Prepares planning reports and supporting data, including recommendations for various land use proposals.

- Researches, analyzes and interprets social, economic, population, and land use data and trends.
- Establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
- Operates a motor vehicle to assist in carrying out the business of the Borough.
- Assists in the coordination and management of planning consultant contracts, as assigned.
- Attendance at work is an essential function of this position.

**NON-ESSENTIAL:**

- Serves as a member of various staff committees, 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.

- Working knowledge of: zoning and subdivision laws; principles of land use planning and development; comprehensive plans including their formation, process of adoption, and implementation; planning programs and processes; planning related software and GIS applications; basic statistics and mathematical calculations; computer and keyboard skills, and English usage, spelling, grammar, and punctuation.
- Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; ability to establish effective working relationships; ability to maintain a positive attitude in the workplace.

**WORK CONDITIONS & ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and moderate in the field.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

**EVALUATION CRITERIA:**

This position will be evaluated primarily on depth of knowledge required for the position and applicable state and borough laws and the ability to apply them to the Haines Borough planning and zoning program. Additional criteria include the ability to administer and enforce policy and to communicate clearly and concisely, completely and respectfully with property owners, public officials, peers and employees, orally and in writing.

**EMPLOYMENT QUALIFICATIONS:**

1. Bachelor's degree in planning, public administration or a related field and one year experience in municipal planning, administration, regulation, zoning and enforcement. Other combinations of education and experience may be considered ; and
2. Experience with or working knowledge of GIS systems; and
3. Experience working with local and state laws and regulations; and
4. Valid Alaska Driver's license (or ability to acquire within 30 days of hire) with acceptable driving record for the past three years.