

# HAINES BOROUGH PUBLIC NOTICE

## POSITION OPENING COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

The Haines Borough is accepting applications for a full-time Community and Economic Development Director. This position performs a variety of administrative, technical and professional work in preparation and implementation of economic and community development plans, programs, and services outlined in the Haines Borough 2025 Comprehensive Plan and directed by the manager. This employee is responsible for working closely with the Borough Manager, Commerce Committee, Planning Commission and others to promote sustainable business and economic development interests within the community and region; working with all borough departments and community organizations providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community; assisting in the planning and coordination of community development projects; assisting business and residential applicants with local and state permitting processes; and providing research for Borough-sponsored projects. The responsibilities of this position will require occasional overnight travel.

### Qualification Requirements:

**EDUCATION:** Bachelor's degree in business, finance, public administration, or community/urban planning. Preferred: Master's degree in business, public administration, or community/urban planning. Relevant experience may be substituted for specific area of study.

**EXPERIENCE:** Four years of professional experience involving creation, financing, and operation of a business or providing information and services to business executives or communities. Emphasis in areas such as financing options and packaging, research and analysis on community and economic development issues, and evaluating loan or grant applications with a particular focus on the needs of rural communities in Alaska.

**ADDITIONAL DESIRED EXPERIENCE:** Knowledge and experience working in accordance with the Haines Borough Charter and Code along with a detailed familiarity with the Haines Borough Comprehensive Plan; and working knowledge of the varied stakeholders involved with community and economic development in Southeast Alaska and Haines in particular.

**Wage and Benefits:** Starting annual salary is \$62,000. This is a non-union position and includes medical benefits, PERS retirement, annual leave, sick leave, personal leave, and paid holidays. This position is subject to a one-year probation period.

**Application Deadline:** 5:00 p.m., Tuesday, July 15, 2014.

**Application Procedure:** Submit, via mail, fax, or email, a completed Haines Borough application form. The application and job description may be found at [www.hainesborough.us](http://www.hainesborough.us) or by contacting:

Borough Clerk's Office  
P.O. Box 1209, Haines, AK 99827  
Haines Borough Administration Building, 103 Third Ave S  
907-766-2231, ext. 31 or 36  
Fax: 907-766-2716  
[jcozzi@haines.ak.us](mailto:jcozzi@haines.ak.us) -or- [kkielsmeier@haines.ak.us](mailto:kkielsmeier@haines.ak.us)



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