

# City of Cordova Position Job Description

## City Planner

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CLASSIFICATION: FULL TIME, SALARIED, OVERTIME EXEMPT

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: PUBLIC WORKS DIRECTOR

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### SUMMARY

The City Planner is a professional position responsible for all aspects of the Planning Department, to include supporting the Planning Commission, developing plans for community development and sustainability, and administering applicable city code under the supervision of the Public Works Director.

### GENERAL STATEMENT OF DUTIES

Facilitates and supports all activities of the City's Planning Commission.

Communicates and coordinates with the public to accomplish planning and zoning processes.

Performs short- and long-range planning, economic research and development, land development and management, zoning review, and community development activities.

Integrates overall planning, land use management, and economic development to meet community goals.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs all municipal land use-related activities including, but not limited to, zoning, platting, subdivisions, variance, conditional use permits, and land disposal; administers all related permits.
- Interpret City ordinances, regulations, and requirements and determine the applicability of the Cordova Municipal Code to proposed projects and development activities.
- Fulfills all tasks required to support the Planning Commission: schedules and publicizes meetings, prepares, and compiles all agenda-related documents, attends and records meetings, and drafts minutes for Commission approval.
- Provides information to the public for all municipal planning issues, including, but not limited to zoning, land use, permitting, property information, and subdividing property; assists with real estate and financing transactions.
- Reviews building permits for zoning compliance and performs field inspections as necessary.
- Performs required quasi-judicial and legislative duties including writing memos, reports, white papers, resolutions, and ordinances for the Planning Commission and City Council.
- Performs code enforcement related to zoning and land use.
- Creates and delivers oral presentations and reports to the Planning Commission and City Council.
- Maintains Geographical Information System (GIS) data.
- Administers city land disposal process through the Planning Commission and City Council, to include advertising, title research and closing.
- Facilitates negotiations between interested parties and the city for lease, purchase, permitting and other similar contracts.

- Coordinates with Finance Department for the billing and collection of lease and permit fees.
- Monitors adherence to approved budget; provides annual budget recommendations to Public Works Director.
- Prepares and maintains land use studies, records, and maps, including the City's official zoning map, land disposal maps, and land information data.
- Prepares, updates, and implements all community planning documents.
- Maintains productive working relationships with City staff, elected and appointed City officials, outside agencies, and the community at-large.
- Provides quality customer service in a professional, courteous, and efficient manner.

#### **MINIMUM QUALIFICATIONS**

- A. Two (2) years of administrative experience writing analytical reports, completing targeted research, and delivering customer service.
- B. Valid Alaska driver's license, or ability to obtain within 6 months of employment.

#### **PREFERRED QUALIFICATIONS**

- A. Bachelor's degree in Urban Planning, Public Administration, or related field.
- B. Experience in municipal planning and land use management.
- C. Membership in American Planning Association with American Institute Certified Planners (AICP) Certification
- D. Experience with Geographical Information System (GIS).
- E. Two (2) years of progressively responsible experience in mid-to-upper-level management.

#### **NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)**

- A. Thorough knowledge of the principles and practices of municipal planning, zoning, and land use management.
- B. Thorough knowledge of state and federal land use regulations.
- C. Knowledge of current economic and land development practices.
- D. Knowledge of community development trends.
- E. Excellent interpersonal, problem-solving, and verbal and written communication skills.
- F. Skill in establishing and maintaining productive working relationships.
- G. Ability to understand and follow written/oral policies, procedures, and instructions.
- H. Ability to coordinate, analyze, and utilize a variety of reports and records.
- I. Ability to use logic and creative thought processes to develop solutions.
- J. Ability to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines with limited supervision.
- K. Ability to maintain a positive atmosphere by acting and communicating in a manner that is respectful and fosters teamwork with co-workers, City officials, other organizations, and the public.
- L. Ability to speak publicly with confidence, including participating and presenting at public meeting.
- M. Ability to use GIS, computer graphics and imaging processing software.
- N. Demonstrated integrity, accountability, self-direction, decisiveness, and flexibility.

## **BENEFITS**

- i. Alaska Public Employee Retirement System (PERS)
- ii. Group Health Insurance and Life Insurance
- iii. Optional 457 Deferred Compensation
- iv. Employee-Priced Recreation Facility Access
- v. Tuition Reimbursement\*
- vi. Annual/Sick Leave accrual and paid holidays

## **REQUIRED TECHNICAL SKILLS**

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including Microsoft Office software; knowledge of general office practices.

## **LEGAL REQUIREMENTS**

As a condition of employment, this position is subject to pre-employment drug screening and a background check (criminal history, verification of education and employment history).

## **WORKING CONDITIONS**

Work involves on-site work, requiring in-person attendance. Most work is accomplished in a general office setting. Occasional work is conducted outside for sight visits. Evening work hours are required for attendance at monthly Planning Commission meetings and may be required for attendance at City Council meetings if planning items are on the agenda. Some travel may be required.

## **PHYSICAL DEMANDS OF POSITION**

Capable of sitting for extended periods of time. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees and the public. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment.

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To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description outlines the general requirements and duties of an executive level position with the City of Cordova, which is an at-will position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.