

HAINES BOROUGH POSITION DESCRIPTION **Planning & Zoning Technician I**

SUMMARY:

The Planning & Zoning Technician I is a full-time, benefited, union eligible employee who works in the Lands, Assessment and Planning Department. This employee is responsible for assisting with land use, development, and community planning in the Borough. 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 by an immediate supervisor.

This position is the first point of contact for the public on issues related to permitting, enforcement, subdivision, and zoning.

The position's time is dedicated to maintenance and data compilation of all permitting, plat, map, plans, planning commission, and property files. Other principal functions of the position are to provide administrative support to the planner as directed by the Planner and to perform site visits or other field work required by the permitting, inspection, or assessment process. The remainder of the position's time is dedicated to research requests as directed by the Planner or Lands Manager, general office support, and professional development.

This is an entry-level position in the Lands, Assessment and Planning Department. Employees in this position are encouraged to develop their knowledge and skills of community development problem-solving and spatial analysis. Experience gained in the position is counted towards experienced required in the employment qualifications of a Planner I.

EXAMPLES OF DUTIES:

1. Administer Title 18 Land Use/Development Code.

Explain land use code to the public. Receive all land use, conditional use platting, right-of-way, and utility permit applications including fee payments and subsequent basic response letters and emails. Submit monthly land use permit reports to the Planner.

Assist in review of permit applications and plans. Research and prepare land use reports and/or recommendation to the planner. Review and, with the Planner, prepare reports of all platting actions including subdivisions, lot line adjustments and consolidations.

2. Administer Title 12 and Title 13 Permits

Receive right-of-way and utility permits and coordinate activities with public facilities, public works, and finance personnel under the direction of the Planner. This includes coordination and notification for adjacent property owners, utility companies, and other state or federal agencies as needed.

3. Inspection & Enforcement Procedures.

Assist the Planner with permit & zoning compliance with nuisance (Title 8), streets (Title 12), utilities (Title 13), and land use (Title 18) code by following the administrative process for permit inspections, code violations, and complaints.

Under the direction of the Planner, coordinate inspections and respond to violation complaints by performing site investigations, documenting site or permit conditions and drafting reports. Coordinate with the Clerk's Office regarding compliance. Maintains a list of violation complaints and enforcement orders for the Planner.

4. File Maintenance

Maintain property files for permitting, enforcement orders, and Haines Recording District documents relating to planning and zoning.

Maintain electronic filing system for planning & zoning files, including agency coordination on state and federal projects in the borough.

Maintain tracking system for payment, acceptance, approval, denial, inspections, and expiration of active permits.

5. Cross-train and provide back up for other administrative staff.
6. Coordinate permit closeout, plat recording, easements, site visits, filing and other assessment tasks with the Assessor. Provide assistance to the assessor as needed
7. Responsible for a series of interrelated administrative, secretarial, and clerical duties including public notifications.

KNOWLEDGE AND ABILITIES:

The following is 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. Knowledge of procedures and requirements of Haines Borough Code Title 8, 12, 13, 14, and 18.
2. Knowledge of local government functions, including the operations of Finance, Public Works, Water and Sewer, Economic Development, and Public Facilities.
3. Ability to understand and follow oral and/or written policies and procedures as well as write correspondence, reports, plans.
4. Basic knowledge of site analysis, the Haines Borough Comprehensive Plan, and general planning principles of urban and rural communities.
5. Requires strong familiarity with Microsoft Office and Adobe products, including Word, Excel, and Acrobat Pro.
6. Ability to work with citizens who may become emotional, concerning official policies, regulations, and borough initiatives.
7. Ability to use or learn Geographic Information Systems, including the Haines Borough Parcel Viewer, Google Earth, or ArcGIS products.
8. Ability to effectively present information and respond to questions from individuals, groups and the general public.
9. Ability to define problems, collect data, and draw valid conclusions.
10. Ability to understand and interpret borough code regarding permits, ordinances, resolutions, maps, plats, and policies.
11. Ability to work courteously and effectively with staff members and the public.

EMPLOYMENT STANDARDS:

1. High School Graduate or equivalent.
2. Experience in municipal planning and administration preferred.

3. Must hold a valid Alaska drivers license or have the ability to obtain one within 30 days of hire.

WORK CONDITIONS & ENVIRONMENT:

Work is performed primarily in an office setting with occasional field work and evening meetings. Work Schedule: Ability to work extra and/or evening hours in support of board meetings. Requires regular and reliable attendance. Not suitable for telecommuting.

While performing office duties of the job, the employee is 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 employee must occasionally lift and/or move up to 30 pounds. Sufficient vision or other powers of observation are needed with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form. Noise level in the office environment is usually quiet.

Physical demands in the field include walking extensively on uneven terrain and/or in inclement weather conditions; driving and sitting for long periods in a vehicle; traveling by air and operating boats and offroad vehicles; lifting and carrying equipment; reaching with hands and arms; and standing, walking, climbing, balancing, kneeling, and crouching. Noise level in the field is usually quiet.