

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

**SUMMARY:**

The Planning & Zoning Technician II is a full-time, benefited, union employee who works in the Assessment/Lands Management Department and reports directly to the Assessor/Lands Manager. This employee is responsible for assisting with general administration of land use and planning issues, interacting with the Planning Commission and administration, and managing the GIS program and other duties, as directed. 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. Interpret land use code for the public. Provide and explain land use, conditional use and development permit forms to the public. Perform site inspections for each permit. Submit completed permit applications in a timely fashion to the Manager for signature. Submit land use permit reports to the Planning Commission for each regular meeting. Prepare recommendation memos to the Planning Commission for conditional use permits. Implement and enforce permit approval stipulations placed by Planning Commission on conditional uses or variances.
2. Code Enforcement – (Primarily Title 8 Nuisance and Title 18 Land Use Code) Ensure compliance with nuisance and land use code by following the administrative code process for handling violation complaints. Involves receiving complaints, site investigation, and following the administrative code process for compliance. Maintain list of violations for Planning Commission and may involve testifying in public hearings before the Assembly and occasionally appearing before the State magistrate to defend the Borough.
3. Administer municipal water and sewer utility permits. Ensure that all fees are submitted prior to receiving water/sewer utility service. Coordinate utility permit transfer from land use permitting to the utility billing department. Prepare State permits paperwork, if requested by the applicant, when utility mains lie within a State right-of-way.
4. Subdivision plat reviews. Receive proposed long/short plat, review for conformity to land use code, and coordinate Planning Commission review and approval by Commission chair and Mayor. Record plat with State Recorder's office. Organize Haines Borough plats.
5. Manage Geographic Information System (GIS). Requires an intimate knowledge of ArcView and ArcGIS software. Manage all aspects of the Haines Borough GIS system. Routinely 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 via the Borough GIS system. Obtain and administer GIS-related grants. Manage georeferencing of new subdivision plats and parcel data adjustment for new parcels.
6. Staff the Planning Commission. Attend all regular and special meetings; record and prepare meeting minutes; notify members of meetings and workshops; provide administrative support,

including preparing meeting packets. Draft proposed code language or changes from the Planning Commission to submit to the Assembly. Perform all follow-up of Planning Commission decisions.

7. Manages complex special Land Use projects or programs; supervises and coordinates project activities including research, community contact, data analysis and final 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. Represent the Haines district at Southeast and statewide conferences. Submits Alaska Coastal Zone Management Consistency Reviews to DNR, OPMP. Manage grants; submit quarterly reports, press release articles for OPMP, and annual reports. Coordinate development reviews with state and federal agencies.
9. Assessment Duties. Cooperate closely with Assessor in the exercise, function, and public interaction regarding real property assessment and taxation. Requires an intimacy with State of Alaska and Borough code. Communicate with the public regarding land valuation and assessment records. Assist as needed and cross-train within department.
10. Work closely and cooperatively with all other Haines Borough departments.
11. Other related 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 familiarity with computer systems, including software, hardware and networking as well as AutoCad and GIS.
2. Minimum 45 wpm typing skills.
3. Ability to operate word processing and spreadsheet programs.
4. Ability to read, analyze and interpret general governmental reports and regulations.
5. Ability to write correspondence, reports and plans.
6. Ability to organize and plan work effectively.
7. Ability set priorities and communicate them effectively with departments and other partners.
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 and planning and zoning issues.
11. Ability to work courteously and effectively with the public.

#### **EMPLOYMENT STANDARDS :**

1. Minimum high school graduation or equivalent.

2. Three years' experience in municipal planning and administration.
3. Familiarity with regulation and enforcement of Haines Borough code.
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.
2. Ability for close vision work and to adjust focus.
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 25 pounds. The employee must have clear close, distance, and color vision.
5. The noise level in the work environment is usually quiet.