

City of Seward Job Description

Job Title: Community Development Planner

Range:	R18.0A to R20.0, Progressive	Salary:	\$26.65-36.75
Department:	Administration	Approved By:	J Wilde
Reports to:	Community Development Director	Date:	October 9, 2019
Supervises:	N/A		
Position:	Regular, Full-Time/ Exempt		

Summary:

Performs professional level duties providing staff services in the area of community and subdivision planning, zoning, land management, future land use development, historic preservation, and information resources. The work is performed with a considerable amount of independence under supervision of the Community Development Director

Essential Duties and Responsibilities:

Prepares the preparation of the Seward Comprehensive Plan and other city plans; and cooperates in borough, state and federal planning efforts affecting the Seward area. Acts as the planning consultant to the public, other city departments, and boards and commissions.

Gathers information relating to demographics, land usage, zoning, traffic and parking, community needs assessments, and other community issues.

Assigns new street addresses and maintains street atlas when required.

Directs the regular and special collection of demographic data; conducts surveys and research projects.

Prepares plans, reports, and analyses. Maybe required to present findings before the Council, boards and commissions and other interested groups.

Responsible for enforcement of land use, zoning, subdivision, sign, and flood plain management ordinances.

Responsible for updating local addresses for lots within Seward City limits.

Responsible for maintaining up-to-date City maps, to include zoning, utility infrastructure, road and other data layers.

Responsible for maintaining cemetery map to include location of burial sites; coordinates with parks and recreation staff to update map as necessary.

Provides administrative support to the Planning and Zoning Commission through research and preparation of staff reports on agenda action items.

Prepares agendas and resolutions, attends Planning and Zoning Commission meetings and provides department expertise on an as needed basis to Council and Administration.

Assists in the management of city owned lands and tidelands including their use, development, lease, acquisition, disposal, appraisal, and platting.

Approved:

Page | 4

Rev. 10/09/19

Employee

Department Head

Personnel Officer

City Manager

Provide the public with technical interpretations of City zoning, land use, and other plans flood zone, subdivision and related codes. Advise the public of other applicable laws and regulations; refer to appropriate agency, as needed.

Perform field inspections, investigations and technical review of land use and development requests, conditional uses, zoning variances, rezones, etc.

Gather and analyze data, consult the public and other agencies, prepare staff reports and formulate department recommendations regarding land use and development requests; including oral presentations at Planning Commission, City Council, and other public meetings as requested by Community Development Director.

Interpret ordinances; prepare position paper and department recommendations regarding possible revisions and new ordinances.

Review platting requests for conformance with Zoning and Flood Plain ordinances.

Review and authorize zoning permits, flood plain permits and other related permits, and provide base flood elevations and certificates to determine compliance with the Zoning, Subdivision, and other ordinances.

Maintain databases on zoning, flood plain and other permits, etc.

Assist with the creation of a permit tracking system for the department.

Assemble, interpret and prepare information regarding special studies and provide input and make recommendations to other agencies performing studies that affect the City.

Assist other staff with planning projects as needed

Performs other related duties as assigned.

Minimum Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of applicable city policies, laws and regulations.

Knowledge of land use planning theory, practice, process, ordinances and their applications.

Ability to independently administer zoning and subdivision ordinances and prepare recommendations on a variety of issues.

Ability to conduct investigative research and deal with the public and co-workers in a tactful and courteous manner under adverse and stressful conditions.

Demonstrated ability to prepare accurate and concise reports and to present data in an effective manner, both orally and in writing.

Demonstrated ability to operate a personal computer for a variety of computer programs (MS Word & Excel required; Database experience and Adobe Illustrator preferred) type at a proficient level. Ability to operate a variety of office machines (copier, scanner, fax, multi-function phone, printers etc.)

Ability to perform analysis and produce project maps using GIS software, preferably ESRI ArcView or ArcGIS, preferred.

Approved:

Page | 5

Rev. 10/09/19

Employee

Department Head

Personnel Officer

City Manager

Must have and be able to maintain a valid Alaska State driver's license. Must meet insurance standards and maintain insurability under the City's insurance program. If personal automobile is used for City business, proof of automobile insurance at statutory limits must be provided. A proficiency test may be administered.

This position requires a criminal background check.

Education and/or Experience:

Four-year degree in a related field and at least three years' experience in public contact work or a closely related field or equivalent combination of college and experience. Working knowledge of planning and zoning principals and definitions highly desirable.

Progressive Development:

Each year on the employee's anniversary date, the employee will be evaluated not only on performance, but also on their professional development. The Community Development Director shall determine if the employee has received the requisite training and experience to allow for advancement from a range 18.0 to a range 19.0, then from a range 19.0 to a range 20.0, remaining at the same step. After the employee reaches a range 20.0, he/she shall remain at that range and receive annual step increases, if earned, in the regular sequence. If it is determined that the employee has not progressed to the next level, but has shown above satisfactory performance, he/she will be granted the regular merit increase of one step.

To progress from one range to the next (i.e. from range 18.0 to range 19.0 and then from range 19.0 to range 20.0) requires the employee to obtain and/or accomplish at least one of the following, with the Community Development Director determining whether the particular effort and/or certification demonstrate sufficient complexity to warrant the increase:

- The employee has served as lead coordinator for at least one major public planning effort related to community development, such as update of a major City planning document (i.e. comprehensive plan, strategic plan, parks and recreation master plan, harbor development plan).
- The employee has obtained designation as a Certified Flood Plain Manager.
- The employee has sufficient GIS skills to independently update and produce all City of Seward planning, zoning and utility maps, to include editing and adding various map layers, without outside assistance or support.
- Certification through the American Planning Association as a Certified Planner, or equivalent professional designation.
- Passing an American Institute of Certified Planners (AICP) examination is required to earn certification, while continuing education is required to maintain the designation.

Language Skills:

Ability to write clear accurate reports, business correspondence and procedure manuals. Ability to prepare concise, easily understood oral and written reports from information gathered, analyzed and interpreted from general business periodicals, professional journals, technical procedures, and

Approved:

Page | 6

Rev. 10/09/19

Employee

Department Head

Personnel Officer

City Manager

government regulations. Ability to effectively present information and respond to questions from managers, other employees and the general public in a pleasant, courteous, and diplomatic manner.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities:

Some knowledge of the principles and practices of land use planning, land management, zoning, and building enforcement. Intermediate level computer use skills. Establish and maintain effective working relationships with city personnel and the public. Coordination with other city departments is an integral part of this job.

Possession of or the ability to obtain a valid State of Alaska driver's license.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for moderate periods; use hands to manipulate objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Corrected vision is necessary for driving.

Public Relations:

Public relations will be an integral part of each employee's job. Employees will be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

Work Environment:

Approved:	Page 7	Rev. 10/09/19	
_____ Employee	_____ Department Head	_____ Personnel Officer	_____ City Manager

The work environment characteristics described here are representative of those an employee may encounter 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 conducted at public meetings and on a one to one personal basis at property locations throughout the community. The job requires the ability to deal with stressful situations; to work well with members of boards and commissions with varying points of view; to assist residents in navigating City Code and regulations.

The noise level in the work environment is usually low.

Approved:

Page | 8

Rev. 10/09/19

Employee

Department Head

Personnel Officer

City Manager