

KETCHIKAN GATEWAY BOROUGH**JOB DESCRIPTION**

POSITION: **COMMUNITY RELATIONS/
CODE COMPLIANCE PLANNER**

MANAGER'S APPROVAL: [Signature]

EFFECTIVE DATE: 3/7/01

REPORTS TO: PRINCIPAL PLANNER

STATUS: NON-EXEMPT
APEA REPRESENTED

DEPARTMENT: **PLANNING & COMMUNITY DEVELOPMENT**

Ketchikan Gateway Borough job descriptions are a management tool to help organize duties and provide employees with the employer's expectations with regard to a specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

JOB SUMMARY:

Under the direction of the Principal Planner/Code Administrator, and as part of the current planning team, responsible for performing professional planning activities including developing a community relations/code compliance program. Performs a variety of routine and complex work in interpretation of adopted codes and related rules and regulations. Coordinates the Borough's customer service program.

ESSENTIAL JOB FUNCTIONS:

- Develop and/or administer a program to track complaints and compliance with the Borough code, conditional use permits, special limitations, variances, zoning permits, and Borough land leases.
- Develop and maintain a customer service program, including customer service brochures and other graphic materials, to gain voluntary compliance with the Borough code.
- Develop and/or administer the junk vehicle abatement program, as funding allows.
- Investigate and respond to zoning complaints, land use activities, and identify violations of the Borough code. Write letters of violation and develop files on these cases and/or coordinate enforcement actions with the law department. May be required to appear in administrative or court proceedings.
- Exercise proper judgement in determining the degree of violation and develop appropriate remedies.
- Participate in community planning processes. Prepare and/or review planning studies, reports, and recommendations on community problems, or initiatives.

**COMMUNITY RELATIONS/
CODE COMPLIANCE PLANNER**

- Prepare and/or review legal notices for planning, zoning and subdivision cases.
- Provide information and assistance to the public on zoning, subdivision, coastal management, and other local and state requirements affecting land use/development.
- Review and prepare reports on development requests subject to local and state regulatory requirements.
- As assigned, evaluate development proposals for conformity with established codes, plans and regulations.
- As required, review public projects and public facility development plans.
- As required, conduct reviews, prepare staff reports on development requests and make presentations to the Planning Commission, Borough Assembly, and other public groups on plans and proposals.
- As required, prepare requests for proposals for professional and consulting services.
- As required by and under the direction of the Planning Director, assist in the administration of contracts for assigned projects.
- Provide assistance to the public and community groups in the preparation of plans and proposals for abatement of neighborhood nuisances/improvements.

ADDITIONAL JOB DUTIES:

- Provide instruction to other employees of this or a similar job classification in all aspects of procedure and technique relating to the duties required by this job description unless such instruction requires a specialized certification which the employee doing the training does not have.
- Perform other duties as assigned by the planning director.
- Attend meetings as scheduled and required.

PHYSICAL ACTIVITIES INCLUDE:

Must be able to hear. Specific vision abilities include close vision, distance vision, color vision (able to distinguish colors on slides, plans, illustrations, and other graphic representations), peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or

**COMMUNITY RELATIONS/
CODE COMPLIANCE PLANNER**

balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing, sitting, walking, bending, stooping, climbing on stools and ladders, and routinely lift and carry items and boxes up to forty (40) pounds.

Driving a vehicle to and from projects or meeting sites. Long hours of sitting at a desk, in meetings, and in front of a computer.

LICENSES:

Valid State of Alaska driver's license. Must have an acceptable driving record.

QUALIFICATIONS:

Ability to listen carefully and take accurate written notes. Ability to use a personal computer. Ability to investigate, understand, and research complex issues related to enforcement of local laws. Ability to read and learn to use equipment, software, and systems from written materials. Ability to communicate effectively and courteously in the English language and work effectively with managers, staff, citizens, developers, elected and appointed officials. Must be self-motivated with strong critical thinking and planning skills. Ability to read, understand and interpret laws, regulations, ordinances, resolutions, and other documents associated with code enforcement duties. Ability to perceive and analyze problems, develop alternatives, and make or recommend sound decisions. Ability to handle stressful situations and effectively deal with difficult or angry people. Excellent written and verbal communications skills required. Working knowledge of planning principles and practices of community planning as they relate to a small community. Experience in the preparation of comprehensive plans, policy formulation and planning analysis. Knowledge of, and experience in, community relations and code compliance. Ability to function as a planning professional with minimal supervision.

EDUCATION AND EXPERIENCE:

Requires graduation from an accredited college or university with a bachelor's degree in one or more of the following fields: public or business administration, urban planning, resource management or equivalent field, and at least one year of experience in planning community relations or code compliance.

Any combination of related education and/or related experience will be considered if the candidate possesses the demonstrated ability.