

## NORTH SLOPE BOROUGH JOB DESCRIPTION

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**Job Title:** Community Development Planner **Job Number:** 19-3051-CDPE  
**Department:** Planning & Community Services **Division:** Community Planning  
**Reports To:** Deputy Director of Planning **Supervises:** Varies  
**Type of Borough Service:** Classified **Safety Sensitive:** No **Federal Testing:** No  
**FLSA Classification:** Exempt-Administrative Employee **Work Schedule:** Full-Time  
**Worker's Compensation Class Code:** 8810 **Date:** Sept 2009  
**Range** 33 **Range Minimum:** \$ 2,949.35 Bi-weekly

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### Summary or Purpose:

Supervise all activities directed toward mid and long range community development planning. Responsible for the development of the comprehensive NSB Capital Improvement Program (CIP) six year plan. Responsible for the effective and efficient operation of the division within the department through management.

### Essential Duties and Responsibilities:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Design, promote and administer government plans, projects and policies affecting land use, zoning, public utilities, community facilities and transportation.

Review NSB Comprehensive Plan periodically and bring recommended changes to the Planning Commission.

Oversee the annual CIP planning process with presentations to the Project Review Committee, Planning Commission, and the Assembly.

Design and conduct community planning for North Slope Borough villages as directed.

Coordinate long range planning efforts with villages and tribal governments in planning for economic priorities.

Conduct economic and demographic research, surveys, impact studies, and forecasting, at both the Borough and community levels in order to compile and analyze data on economic, social, regulatory and physical factors affecting land use.

Review the North Slope Borough and North Slope Borough School District's six year Capital Improvement Plan every year and bring recommended changes to the Planning Commission and the North Slope Borough Assembly as outlined in §11.040 of the North Slope Borough Charter.

Review and provide comments on technical documents.

Assist with the implementation of grants and state programs or contracts when necessary.

Prepare monthly reports on planning issues, village concerns, and CIP activities for presentation to Planning Commission.

Develop and maintain effective partnership with City Offices, IRA's and North Slope Borough Departments.

Coordinate with Permitting Staff to provide project backup as needed, including effects of regulatory limitations on projects.

Manages division staff through appropriate delegation and work supervision; meets regularly with staff to discuss and resolve workload, technical and training issues.

Monitor all document preparation for accuracy, completeness, and compliance.

Monitor all contracts ongoing in the division.

Assist in the preparation and monitoring of the Divisions' annual budget.

Recruit, supervise, coordinate staff development programs, evaluate staff, and monitor operations to identify and resolve problem areas relating to staffing and scheduling.

Assist the administration with the development, improvement and organization of the division and analyze administrative practices and procedures and suggest policy and procedural changes.

Travel to and work within the NSB villages as required.

Attend various meetings, hearings, or sessions as required.

Advise the Deputy Director and/or the Director of the department of administrative matters and concerns.

Perform other duties as assigned.

**Knowledge, Skills and Abilities:**

Knowledge of governmental organization, operations, policies and procedures.

Knowledge of Geographic Information Systems.

Skill in using personal computers and a variety of software applications.

Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with department staff and other Borough employees.

Skill in making presentations and establishing and monitoring a cooperative working relationships with Boards, Commissions, and Stake Holder groups.

Skill in supervision, coordinating staff, and delegating tasks and authority.

Ability to establish and maintain effective working relations with co-workers, other Borough employees and representatives from other local, State and Federal agencies.

Ability to take the examination to become a member of the American Institute of Certified Planners (AICP).

