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# *Bristol Bay Borough*

## **Job Description**

### **PLANNING AND ZONING DIRECTOR**

**Department:** Planning and Zoning Department  
**Immediate Supervisor:** Borough Manager  
**Positions Supervised:** None  
**Step Classification:** Salary-J (\$71,723-\$107,765) DOE

**OPEN UNTIL FILLED**  
First review of applicants' in  
two weeks on August 10th.  
Applications can be found  
on the Borough's  
website [bbbak.us](http://bbbak.us)  
Send to [stibbetts@bbbak.us](mailto:stibbetts@bbbak.us)

#### **Qualifications:**

Bachelor's degree in Public Administration, Planning, Management, Natural Resources, or Communication required. Member of American Institute of Certified Planners (AICP) to be obtained within 1 year. American Planning Association preferred. Minimum of five years planning experience preferred. Knowledge of grant writing and managing Capital Improvement Projects desired. Prior governmental experience desirable. Strong writing skills required. Applicants must authorize and go through a pre-employment background check if requested. Must also pass a pre-employment drug test. 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 by this job include close and distant vision.

#### **Responsibilities:**

Under the direction of the Borough Manager the position plans, organizes, directs and administers the functions of the Planning and Zoning Department, and its budget. Provides leadership for the overall Borough grant program in support of all departments. Researches and writes grants as directed by the Manager. Supports the Planning and Zoning Commission, and develops the Capital Improvement Program to present to the Planning Commission and Assembly. Processes Development Permits and oversees Borough Code compliance. Manages the Borough mapping program and Geographic Information System (GIS). Other duties as directed by the Manager.

#### **Duties and Task Performed:**

- Supports the Planning and Zoning Commission.
- Provides grant leadership to all departments.
- Researches grants applicable to Borough Planning goals.
- Prepares and administers annual budget for the Planning and Zoning Department.
- Responsible for enforcement of Site Development Permits throughout the Borough.

- Code enforcement officer for the Borough.
- Must comply with the Borough Credit Card Policies when using a Borough credit card for purchases.

**Under direction of the Borough Manager:**

- Develops annual five-year Capital Improvement Program and budget.
- Prepares grant applications as noted above.
- Develops, amends and administers local land development regulations.
- Manages the acquisition and sale of Borough lands including procedures from initial sale up to closing for Borough Manager’s signature.
- Responsible for the Borough Comprehensive Plan and 5-year update.
- Prepares changes to Borough Land Development code as needed or as directed by the Borough Manager.
- Required to submit monthly reports to the Manager and the Assembly.
- Required to attend Assembly meetings.
- Represents the Borough at various regional and State sponsored events.
- Attend King Salmon Air Force Base Reauthorization Board (RAB) meetings representing the Borough.
- Reviews Environment Impact Statements (EIS) for the Borough and provides comments when required.

**Acknowledgement**

I understand the duties of my positions as contained in this job description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

This job description is accurate and has been reviewed with the employee

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**THE BRISTOL BAY BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER**