**Position Title:** Planner III - Code Enforcement  
**Status:** Regular Full Time  
**Salary:** 14A $31.47/hr.  
**FLSA:** Non-exempt  
**PCN:** CP0314A  
**Union Status:** 01 APEA  
**Reports To:** Director Community Planning  
**Positions Supervised:** None  

**Closes:** 02/10/2021 9:00 PM AK

**Basic Function:**  
Administer the Borough Code Enforcement Program with authorization to enforce all provisions of Borough code except Animal Control, Truancy, and Solid Waste.

**Typical Duties:**

1. Administer the Borough Code Enforcement Program with authorization to enforce all provisions of Borough code except Animal Control, Truancy, and Solid Waste.

2. Provide the public with technical interpretations of Borough codes relating to zoning, land use, flood zone, abandoned vehicles, encroachments, mobile home parks, health and safety, public property, parks, public roads, and subdivisions. Work with the public to answer questions and provide assistance in complying with routine ordinance requirements.

3. Investigate code violation complaints by the public and from various borough departments. Develop corrective actions for verified violations. Work with borough departments and state and local agencies as needed to address code enforcement issues. Coordinate towing of abandoned vehicles and cleanup of encroachments and properties.

4. Perform field inspections and conduct investigations of zoning issues and other alleged code violations. Work to resolve violations via voluntary compliance; issue warnings or citations if matter cannot be successfully resolved via voluntary compliance. Deescalate volatile situations and deal effectively with the public. Recognize potentially dangerous situations and know when to remove self from situation.

5. Develop and implement strategies and procedures to effectively target priority cases and achieve visible results. Coordinate with other Borough departments and
divisions to ensure consistency in procedures. Provide coordination between state and local agencies for more effective enforcement of Borough code.

6. Establish, maintain, and manage high volume case files pertaining to Borough Code violations for several departments. Compose a variety of technical correspondence. Research, compile and prepare staff reports and other documentation. Prepare/gather evidence to substantiate code enforcement violations and citations. Monitor conditional use permits and variances for compliance with conditions of approval.

7. Prepare written and oral presentations for Planning Commission and Assembly meetings. Compile statistics and provide/present periodic status updates.

8. Maintain computerized database for code violations, citations, variances, conditional use permits, rezones, zoning permits and non-conforming ("grandfather rights"). Maintain and update code enforcement information on Borough website. Fulfill public records requests while maintaining legally protected complainant confidentiality.

9. Work with the Borough Attorney on code enforcement matters in litigation, including investigations and case preparation. Appear in court to testify on violations and citations issued.

10. Review liquor and marijuana license applications for compliance to zoning code. Prepare memos and maps and contact applicants and coordinate permitting.

11. Provide technical review and department recommendations regarding ordinance revisions.

12. Manage the Code Enforcement Cleanup Fund including review and management of contracts.

13. Provide technical supervision over code enforcement clerk/typist. Assign workflow and effectively utilize their assistance.

Perform annual inspections of mobile home parks for compliance. Issue Mobile Home Park permits.

MINIMUM QUALIFICATIONS:

1. Five years progressively responsible experience in land use planning and/or code enforcement; or a Bachelor's degree from an accredited college in planning or closely related field and two years of professional experience in land use planning or code enforcement; or a graduate degree from an accredited college in planning or closely-related field of study and one year professional experience in land use planning.
2. Knowledge of land use planning theory, practice, process, ordinances and their applications.

3. Ability to independently administer numerous ordinances and prepare recommendations on a variety of situations.

4. Ability to interpret and enforce ordinances of multiple departments.

5. Ability to work independently, set priorities, and organize workload.

7. Has demonstrated technical ability to conduct an investigation and document accordingly. Ability to testify in court to facts gathered during the investigation.

8. Ability to prepare accurate and concise reports and to present data in an effective manner, both orally and in writing. Ability to work independently, set priorities and organize workload.

9. Ability to deal with the public in a pleasant, calm, courteous and firm manner under stressful and hostile situations. Ability to deescalate volatile situations and deal effectively with the public.

10. Demonstrated ability to operate a personal computer. Proficiency with MS Word, MS Access and MS Excel required. Prefer experience with Global Positioning Systems (GPS), field equipment, digital cameras and photo processing programs. Ability to conduct internet searches.

11. Experience with GIS software and the creation and modification of geographic data preferred. Experience with applicable ESRI software products preferred.

12. Knowledge and experience with flood plain management is preferred.

13. Must have and be able to maintain a valid driver’s license. Must meet insurance standards and maintain insurability under the Borough's insurance program. If personal automobile is used for Borough business, proof of automobile insurance at statutory limits must be provided. (A CURRENT COPY OF DRIVING RECORD WILL BE REQUIRED AT TIME OF INTERVIEW.)

14. A PROFICIENCY TEST MAY BE ADMINISTERED. A writing sample may be required at time of interview.

15. This position requires a criminal background check.

**JOB CONTACTS:**
Continuous contact with employees at all levels of the Borough; continuous routine public contact and frequent contact involving outside organizations/agencies.
**JOB RESPONSIBILITY:**
Does not supervise; experiences minor problems daily and occasional major ones that must be resolved with virtually no supervision using own initiative and ingenuity; the consequences of error, carelessness or mistaken judgment require serious effort to recover.

**WORK ENVIRONMENT:**
General Office where conditions are pleasant; while performing field work experiences somewhat disagreeable conditions on a somewhat continuous basis with major accident probability and undesirable elements or factors; when in field extensive walking and exposure to outdoor environment with a major health and accident risk; requires short periods of light lifting, pushing or pulling (26-50 lbs); stooping, walking on uneven terrain in inclement weather conditions, bending, crouching are other physical elements of the position.

**Application Procedure:**

*Apply Online*

Individuals interested in applying for this position must submit a completed online application on or before the closing date and time as specified in the Job Posting. On line applications can be located at [www.fnsb.gov](http://www.fnsb.gov) then click on the “HOW DO I….” tab, then click on “Job Opportunities” under “APPLY FOR”

For additional information please call (907) 459-1202 or the Borough Direct Job Line at (907) 459-1206.

The Borough complies with the Americans with Disabilities Act (ADA). If you need an accommodation to participate in the application/interview/selection process, contact the Human Resources Office at (907)459-1202 or the EEO office. The EEO Compliance Officer can be contacted at (907) 459-1309.

**AN EQUAL OPPORTUNITY EMPLOYER**

Updated: 12/04/20 mm