



Department:	Community & Econ Devl.
Supervisor:	Community & Econ Devl. Director
Prior Revision Date:	New Position
This Revision Date:	7.8.2026
Revision Made By:	LC
Revision Reviewed & Approved by:	SG & BR
Employment Status:	Admin
Date Provided to Bargaining Unit	N/A

Petersburg Borough

Job Description

COMMUNITY & ECONOMIC DEVELOPMENT

Lands Manager

Definition

Under general supervision of the Community and Economic Development Director, the Planning and Lands Manager is responsible for administering the Borough's municipal lands program, including land leasing, land sales and disposal, exchanges, acquisitions, coordinating land planning efforts, maintaining accurate land records, and supporting long-range land management goals, and provides general support to department projects and initiatives. The position also administers the Borough's platting and zoning review functions borough-wide, including subdivision and plat review in support of the Planning Commission, and related development review activities.

Supervision Received

The Lands Manager reports to the Community and Economic Development Director.

Supervision Exercised

None.

Duties *(The duties listed in this section are provided 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 similar, related or a logical assignment to the position.)*

Municipal Lands Management (Leasing, Sales, and Disposal)

- Administers the Borough's public land leasing program, including new leases, compliance monitoring, renewals, amendments, and required reporting.
- Administers Borough land sales, easements, exchanges, acquisitions, and disposal processes in accordance with Borough code and policy.

- Coordinates with the borough attorney, licensed appraisers, surveyors, and other qualified professionals on land sale, lease, and disposal transactions to help ensure compliance with applicable law and fair market value.
- Coordinates appraisals, surveys, title research, public notices, lease documentation, and supporting materials related to municipal land transactions.
- Maintains lease records, development agreements, and associated Borough land transaction files.
- Coordinates with the GIS Specialist to maintain municipal land inventories, GIS records, and related tracking systems.
- Monitors lease and agreement compliance and coordinates renewals, amendments, reporting requirements, and follow-up actions.
- Coordinates with contractors, consultants, legal counsel, surveyors, and agency representatives regarding municipal lands administration activities.

Planning, Platting, and Zoning Administration

- Administers land use regulations, permitting processes, subdivision and platting applications, zoning compliance reviews, and related development review functions borough-wide, consistent with Borough Code.
- Reviews development proposals for consistency with Borough code, adopted plans, policies, and applicable regulations.
- Prepares staff reports, findings, notices, recommendations, and supporting documentation for the Planning Commission, and other assigned boards or commissions.
- Coordinates public hearings, legal notices, agency review, and application processing timelines.
- Assists the public, applicants, contractors, surveyors, and developers with planning and land use inquiries and application requirements.
- Interprets and explains Borough planning, zoning, subdivision, and land management regulations to staff and the public, in consultation with the Director as necessary.
- Coordinates processing of variances, conditional use permits, and administrative appeals as assigned.
- Coordinates recording of final plats with the applicable recording district and maintains the official zoning map and related platting/zoning records.
- Assists with the development and coordination of amendments to the comprehensive plan, zoning code, and platting code.

General and Departmental Support

- Assists with implementation and coordination of community and economic development projects and initiatives.

- Provides administrative and technical support to departmental boards, commissions, and public processes.
- Represents the department at meetings, public outreach events, and other meetings as assigned.

Distinguishing Characteristics

The work performed under this classification is distinguished from that assigned to other positions in that the incumbent must focus on goals, objectives, and task assignments. Directions will be given in terms of objectives, leaving the incumbent the responsibility for defining and completing the tasks of the objective with minimal supervision. The incumbent must possess a comprehensive knowledge of land use principles, mapping software, preferably ESRI products, and have strong motivation for self-study/learning, and problem solving.

Working Conditions

The incumbent performs most work within an office environment.

Qualifications

Must possess a current and insurable Alaska State Driver's License.

Bachelor's degree preferred; or advanced certification with an emphasis in planning, , real estate, or related field and minimum three years' experience in municipal planning, land management, or real estate administration. Any combination of training and experience will be considered which provides the following knowledge and abilities:

Knowledge of:

- Principles of managing land leases, including compliance monitoring, dispute resolution, and the legalities of public land disposal (auctions and negotiated sales).
- Methods for identifying and prioritizing surplus land for disposal based on market demand, infrastructure availability, and borough development goals.
- Terminology and methods of describing property boundaries, property deeds, abstract descriptions, and property survey records.
- Principles and practices of planning and land use.
- Municipal land use ordinances and practices.
- The platting process, including regulatory requirements, submittal standards, and review procedures.
- Principles of land division and technical requirements for review and approval of plats.
- General office practices and procedures.
- Proficiency with Microsoft 365 applications, including Outlook, Word and Excel.

Ability to:

- Read and understand survey maps and subdivision plats.
- Maintain accurate, up-to-date records of all land transactions and ensure all activities comply with local, state, and federal regulations.
- Manage the platting process, including coordinating with surveyors, applicants, and review bodies to ensure timely, complete, and compliant plat submittals.
- Evaluate land-use applications independently, apply relevant codes, and issue clear, defensible determinations or staff reports to boards and commissions.
- Research, read and interpret data, information, and documents; analyze and solve problems; learn and apply latest information or skills; perform detailed works on multiple, concurrent tasks, work under deadlines.
- Use ESRI products to perform basic mapping tasks.
- Communicate effectively verbally and in writing and prepare professional reports.
- Work independently with minimal supervision as well as in a team environment.
- Establish and maintain effective working relationships with supervisor, co-workers, contractors, elected officials, and the public.

Signatures affixed on this job description confirm the employee and his/her direct supervisor have reviewed it and a clear understanding of the expectations of this position exists.

Employee

Supervisor

Date

Date