


Kenai Peninsula Borough

Office of the Borough Mayor

MEMORANDUM

TO: Brent Johnson, Assembly President
Members, Kenai Peninsula Assembly

FROM: Charlie Pierce, Mayor 

DATE: May 5, 2022

RE: Confirmation of Robert Ruffner as the Director of Planning

Pursuant to Chapter 2.20 of the Kenai Peninsula Borough Code of Ordinances, Robert Ruffner is submitted for confirmation as the Director of Planning.

KPB 2.20.030 states:

The assembly shall examine the qualifications of the executive for the purpose of determining whether they comply with the requirements prescribed by statute or ordinance for the position occupied. If they comply, the assembly shall so find and shall confirm the appointment. If they find the executive not qualified, they shall deny confirmation and the mayor shall thereafter hire a qualified person. No more than 31 days shall pass after the mayor has submitted the name of a new executive officer before the assembly shall determine by majority vote whether or not the qualifications set by statute and ordinance have been met. Failure to consider the matter within this time shall be deemed to constitute a finding that the officer possesses the requisite qualifications.

Mr. Ruffner's resume and job description are attached. Based on his qualifications, past experience, accomplishments, and proven performance, I strongly recommend confirmation.

Robert Ruffner
48460 Lakeside Ave. Soldotna AK 99669
Home (907) 394-4664
ruffner.ak@gmail.com

Currently Self Employed

Professional Work Experience

- ☐ 2018 – present: Owner Alaska Resource Solutions LLC
- ☐ 1996 – 2016: Kenai Watershed Forum, Executive Director
 - o Managed up to \$3M budget and supervised 14 employees
- ☐ 1994 – 1996: University of Minnesota, Research and Teaching Assistant
- ☐ 1990 – 1994: University of Minnesota, Limnology Lab technician

Education

- ☐ B.S. University of MN Geology 1994
- ☐ Post graduate course work, 2 years University of MN Geology/ Civil Engineering
- ☐ Specific course work in Geomorphology, Engineering, Numerical Modeling including finite element, finite difference, cellular automata methods
- ☐ Developed methods for modeling complex sediment transport for Hibbing Taconite Inc. and the Colorado River through Grand Canyon National Park

Board/ Commission Experience

- ☐ Soldotna Chamber of Commerce 2010 – 2016 (Finance Chair)
- ☐ Kenai Peninsula Borough Planning Commission 2010 – present (Vice Chair)
- ☐ Kenai Peninsula Borough Road Commission 2012 – present (Chairman)
- ☐ North Pacific Anadromous Fish Commission Advisory panel 2014 – present (Chairman)
- ☐ Alaska Board of Fisheries 2016-2019 (Vice Chair)
- ☐ Kenai Peninsula Borough Material Site Working Group 2018 – 2019 (Chairman)
- ☐ Kenai Peninsula Anadromous Streams Working Group 2020-2021 (Chairman)

Relevant Experience

- ☐ Kenai Peninsula Fish Habitat Partnership Coordinator 2009 – 2016
 - o Nationally recognized partnership, sets habitat priorities and recommends funding to the USFWS
- ☐ Fish Habitat Restoration
 - o Designed and directly supervised dozens of fish passage projects totaling several millions of dollars
 - o Co-designed and directly supervised a major Anchor River restoration of a captured gravel pit
- ☐ Led collaborative initiative to acquire LiDAR elevation dataset for majority of Kenai Peninsula
- ☐ Stream Buffer Evaluation – Tongass National Forest 1993

Awards

- ☐ 2004 Coastal America Partnership Award (Silver Salmon Creek Restoration)
- ☐ 2007 National Wetlands Conservation Award To the Private Sector (award to Kenai Watershed Forum)
- ☐ 2008 National River Hero Award – River Network
- ☐ 2008 Person of the Year – Soldotna Chamber of Commerce
- ☐ 2015 Industry Appreciation Day – Don Gillman Service to Community Award
- ☐ 2017 Soldotna Chamber of Commerce – Presidents Choice Award



Position Description

Kenai Peninsula Borough

Director of Planning

Service Type: Administrative, Level 6

Definition: Under the general direction and supervision of the borough mayor and/or his or her designee, the **Director of Planning** is responsible for the operation, management and administration of the Department of Planning as set forth in KPB 2.36.

Minimum Qualifications: A bachelor's degree in urban, regional, or community planning or a related field. Must have ten years of experience in the planning field, five of which involved land management, surveying, and/or economic and resource development work at the management level. Related postgraduate education may be substituted for the experience requirement on a year-for-year basis. Knowledge of relevant state and federal laws, data processing, geographic information systems, and the borough's economic/geographic/demographic/ social composition and energy issues highly desirable. Must possess leadership abilities, interpersonal skills, and written and verbal communication skills to be able to perform in a professional manner. Must have a valid Alaska driver's license to perform all job functions.

Essential Functions:

1. Responsible for organizing and supervising the duties of the planning department in accordance with the provisions of Chapter 2.36 of the borough code of ordinances.
2. Establishes departmental policies, procedures, goals, schedules, and budgets.
3. Provides administrative, investigative, research, and other executive services to the planning commission.
4. Provides recommendations to the planning commission on land uses issues, appeals and exceptions, plats, replats, vacation of public rights-of-way, and all other matters requiring planning commission action.
5. Administers and enforces the regulatory ordinances assigned to the department by the assembly and the regulations and orders of the planning commission.

Position Description – Director of Planning
Essential Functions (continued)

6. Provides administrative and support services for the acquisition, management, and disposal of borough lands.
7. Provides information regarding resources, regulations, procedures and opportunities for development to the general public and other agencies.
8. Maintains coordination activities with federal, state, and local government agencies and utility firms.
9. Oversees the land management and geographic information systems divisions.
10. Provides support to other borough departments as needed.
11. Promotes healthy and safe work environment.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Description Record:

Date Updated: 02.12.2020

Reason for Update: Reformatted

Date Updated: 10.2017

Reason for Update: Updated, SSB
