

Administrative Hearing Officer Application Cover

The Administrative Hearing Officer holds hearings on appeals as authorized by the Wasilla Municipal Code (WMC). Appeals handled by the Hearing Officer under the Code are:

- Decisions of the Planning Commission on conditional uses, variances, and other quasi-judicial zoning and land use determinations under WMC Title 16.
- Classifications, written orders, and forfeiture of animals by Code Compliance under WMC Title 7.
- Code of Ethics violations and complaints filed alleging code of ethics violations under WMC Chapter 2.01.

Qualifications. An Administrative Hearing Officer shall be an attorney duly licensed to practice law in the state of Alaska, or have training and experience in arbitration, mediation, or contract law, and must also have knowledge of, or an ability to comprehend, for the purposes of the proposed hearing, WMC Chapter 2.01 and 2.02, WMC Title 7, and WMC Title 16 and principles of due process, and, for an appeal of a planning commission decision, general land use regulation and some familiarity with the development of the city. An administrative hearing officer shall hold no other appointed or elected office or position with the city.

Terms. Terms in office are generally three years and expire on December 31, or an applicant may be appointed to fill the remainder of a term. There are no term limits.

Compensation. The rate of compensation for an Administrative Hearing Officer is set by resolution.

Application Review. Applications are reviewed by the mayor. Applicants may be asked for an in-person or telephonic interview.

Legislative Confirmation. Appointments are subject to confirmation by the City Council. This process involves the review of an applicant's experience and interest, and an affirmative vote.

Completed applications are accepted in the City Clerk's Office, 290 E Herning Avenue, Wasilla.

For more information, please contact:
Office of the City Clerk
Phone: 907-373-9090
Email: clerk@cityofwasilla.gov
Website: cityofwasilla.gov/hearingofficer

**Administrative Hearing Officer
Application for Appointment**

Applications are Subject to Public Disclosure

Return completed applications to the City Clerk's Office, 290 E Hering Avenue. For information about Administrative Hearings or Administrative Hearing Officers, visit cityofwasilla.gov/hearingofficer or call 907-373-9090.

1. Name: _____

2. Mailing Address: _____

3. Residence Address: _____

4. E-mail Address: _____ Phone: _____

5. Employer: _____ Occupation: _____

6. Are you a resident of the City of Wasilla? Yes No If yes, how long? _____

7. Does your schedule permit you to attend required hearings? Yes No

8. If you own or operate a business in the City of Wasilla, list the business name and physical location below:

Name: _____ Location: _____

9. If you have a direct or indirect financial or business interest with the City of Wasilla, list the relationship below: (Examples: employee, labor organization, contractor, leaseholder, grantee, grantor, volunteer, etc.)

10. Please provide a cover letter and resume to include education and work experience, and any relevant experience that may be used as qualifying criterial.

11. Certification Statement. I understand that I am applying for an appointed position to be confirmed by the Wasilla City Council. I further understand that this application is subject to public disclosure; my qualifications may be discussed at a public meeting; my application will be included in a public meeting packet; and my name and contact information may be published online and in a newspaper or other media outlet. I have read Chapter 2.76 of the Wasilla Municipal Code defining conflict of interest and ex parte contacts. I agree to comply with the code and understand that my tenure as an Administrative Hearing Officer requires such compliance. I certify that the information in this application is true and correct.

Signature of Applicant: _____

Date: _____

For Office Use Only:		
Date Application Received:	Registered voter of the City: Yes <input type="checkbox"/> No <input type="checkbox"/> Resume attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	AM Confirming Appointment: _____ Date AM Approved: _____ Date Applicant Notified of Appointment: _____ Notes: