

City of Slidell Job Announcement

Director of Planning – Opened 09/18/2019



Position Description

Performs highly, critical, technical and complex work in the administration of Zoning and Subdivision Ordinance. Provides staff support for the Planning and Zoning Commissions and the Board of Zoning Adjustments. Also administers Sign Ordinance and the City's Protected Tree Ordinance. Frequent involvement in zoning interpretation and day-to-day public relations/problem solving. The Director is also very active in annexation and economic development issues. May represent Mayor, meet with City Council, participates in special ad-hoc committees, conduct research and other essential duties. Minimum ten years progressively responsible experience in community planning, two of which must have been at director's level, plus B.S./B.A. in planning, urban studies, or related field is required; Master's degree may substitute for two years' experience. AICP certification required.

Supervision Exercised

Day to day supervision of Planning Staff.

Essential Duties and Responsibilities

1. Directs the day-to-day operations of department; performs personnel management functions including staff schedules, performance evaluations, personnel allocation, time and attendance tracking. Recommends salary increases, discipline and discharge, transfers, and promotions. Monitors and approves employee leave.
2. Conducts staff meetings. Assigns, determines procedures and reviews work of planning and clerical staff.
3. Communicates with City Engineer, City Administration, City Council, other directors, or with business or civic officials; attends meetings; signs documents for administrative approval; and makes decisions regarding the department's personnel, budgeting, and work-related matters.
4. Prepares annual budget and monitors and adjusts budget for compliance.
5. Enforces City policies and develops and implements departmental administrative policies and regulations pertaining to all aspects of urban planning including zoning, subdivision, and comprehensive and sub-area planning. Oversees and participates in review of land use actions to ensure compliance with all applicable development regulatory requirements.
6. Confers with the City Engineer, State and Federal officials and administrators, attorneys, engineers code enforcers, and other staff, and civic groups to administer City, ordinances and Community Rating System (CRS) submissions.
7. Provides written and oral information to the public, planning and other department personnel, various boards and committees on existing conditions, planning, zoning, subdivision, and related matters in the City and on planning programs proposed by the City Council, City Administration, or City Engineer.
8. Assists in the administration of grant programs, to include LA DOTD, CDBG, FHWA, and Hazard Mitigation and any other applicable programs.
9. Works with Engineering and Building Safety, and Public Operations in the review of construction and utility plans to ensure compliance with City codes, and works with Geographic Information System (GIS) applications.

<http://myslidell.com/personnel/apply-online/>

Please download the application online and email the completed application to personnel@cityofslidell.org along with a resume if you have one. Our office address is 2045 2nd Street Suite 202 Slidell, LA 70458.