

# Planner I/ Assistant Planner Position Available

## **ENTRY-LEVEL PLANNING JOB DESCRIPTIONS**

The position of Planner I, also known as Assistant Planner, is the entry-level position within professional planning. A bachelor's degree or a master's degree is usually required, depending on the hiring organization. It is distinguished from the Planning Technician position because it involves professional-level duties and judgment, and fewer routine administrative tasks. This position level receives considerable immediate supervision from senior planners.

### **Typical Functions**

- Develops planning studies and reports in support of new and updated plans, programs and regulations
- Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations
- Prepares and presents detailed reports on development proposals to government bodies
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates
- Evaluates or assists in the evaluation of re-zonings, ordinance amendments, site plans, special use permits, variances and other proposals
- Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans
- Coordinates community review of public and private development projects
- Provides information to the public regarding development regulations
- Assists in resolving citizen and customer issues
- Oversees the work of consultants and interns
- Conducts field evaluations and assessments
- Attends substantial number of evening and weekend meetings

### **Typical Knowledge**

- Knowledge of the principles and practices of planning

- Knowledge of a relevant specialization such as transportation, land use, or affordable housing is desired
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS

### **Typical Skills**

Oral communication and interpersonal skills to explain rules and procedures clearly to the public

- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable.
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind

### **Minimum Qualifications**

Some Planner I or Assistant Planner positions require a bachelor's degree in urban planning, architecture, public policy, or related area of study in addition to one year of planning experience. Other positions at this level require a master's degree but, in these cases, no formal experience is usually required.

**Salary Range: (\$40,000 - \$50,000) p/year + health, dental & vision insurance for employee + sick time and annual leave time.**

**Posted: 9/9/2019**

Cover letter and resumes should go to:

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North Delta Planning & Development District, Inc.  
Monroe, Louisiana

<https://www.northdelta.org/>