Bossier City—Parish
Metropolitan Planning Commission
620 BENTON RD.
BOSSIER CITY, LOUISIANA 71111

Location: City of Bossier City, Bossier Parish, LA

Agency: Bossier City-Parish Metropolitan Planning Commission

Job Title: Assistant Planner

The Bossier City-Parish Metropolitan Planning Commission serves the City of Bossier (pop. approx. 62,000) and a five-mile planning limit, which extends outside of the city limits into Bossier Parish.

Position Overview
Primary duties will include aiding the Senior Planner in first tier technical plan review of all MPC and BOA Applications and Commercial and Residential building permits for compliance to Comprehensive Plan recommendations and zoning regulations. Additional work will include organizing public meetings for the purpose of receiving input from citizens on proposed projects, working with the city's Geographical Information System (GIS) Department to keep zoning data current within the GIS system and providing technical assistance to the public and other office duties as needed.

The position requires a master's degree in planning from an accredited institution and/or work experience in a planning/zoning office.

Minimum Qualifications
Preferred job skills include the ability to read metes and bounds property descriptions, experience in Arcview GIS, and proficiency with Microsoft Office software.

Position available: This position will be open until filled.

Salary Range: $40,000 – $45,000

AICP Membership: Preferred but not required

Email resume to: brownc@bossiercity.org

Website: www.bossiercity.org
http://www.bossierparishla.gov

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