



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

### **Position Overview**

The Bossier City – Parish Metropolitan Planning Commission is seeking a team-oriented, highly motivated individual for the Planner III/ Senior Planner position. The selected Planner will be part of a diverse planning team with a variety of opportunities for special projects and citizen engagement to include organizing public meetings and representing the MPC while being a member of various committees. The Planner will also maintain and update the Bossier City-Parish MPC GIS system. Because of the variety of projects and assignments involved, the ideal candidate will be a self-starter, detail-oriented, and have excellent writing, math, communication, and time management skills. Planning experience related to construction, architecture, and engineering related fields is a plus.

### **Typical Duties Include**

- Processing rezoning applications, special use permits and other land use applications;
- Responding to information requests from developers, City officials, staff, and the public;
- Manages complex planning studies, development applications and reviews consultant proposals;
- Reviews and processes comprehensive plan amendments, zoning amendments, site plans, plats;
- Provides professional planning assistance to member communities on varied land use projects;
- Performs occasional field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans;
- Schedules and conducts meetings with advisory boards and elected officials;
- Presents reports and other findings to staff, Planning & Zoning Board, City Council, Police Jury and serves as liaison to applicable committees;
- Attendance at evening and weekend meetings is required;
- Supervises planners and staff as needed within the organization;

- Maintain the Bossier City Parish MPC GIS database to include GIS updates from 911, Tax Assessor data, zoning information, and building plans;
- Knowledge of computer hardware and software programs, which includes Microsoft Office, Internet applications, and GIS.

### **Minimum Qualifications**

The Planner III/ Senior Planner, requires a master's degree in planning from an accredited institution and four years of professional planning experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Experience with design tools such as Adobe Creative Suite, ESRI and Geographic Information System (GIS) is strongly desired. AICP Certification is desired but not required.

### **Benefits**

Bossier City - Parish MPC provides an excellent medical and retirement benefits package.

### **Pay Range:**

**\$55,000 - \$59,000**

### **Additional Requirements**

Applicant must pass employment background and drug screening test.

Bilingual (English/Spanish) language skills preferred but not required.

### **Apply Immediately**

This position will be open until filled.

Email Resume to: [brownc@bossiercity.org](mailto:brownc@bossiercity.org)

**The Bossier City – Parish Metropolitan Planning Commission is an equal opportunity employer.**