

# **NOTICE OF POSITION OPENING**

## **PLANNER I**

### **BACKGROUND AND GENERAL INFORMATION**

The Shreveport-Caddo Metropolitan Planning Commission (MPC) is seeking to fill the position of Planner I. The MPC is an independent agency established by Louisiana State Statute to manage the orderly development of the City of Shreveport and a defined area outside the city limits of Shreveport. The agency is governed by a nine member citizen board comprised of appointees of the local governing bodies. The board delegates the authority for all planning and enforcement operations of the organization to an Executive Director.

The agency is located within the third largest city of the State of Louisiana. Our planning efforts are guided by an award winning master plan that provides a framework for becoming a sustainable community with choices for living, working, and growing.

In 2017 both the City of Shreveport and Parish (County) of Caddo adopted Unified Development Codes that replaced existing ordinances originally adopted in the 1950s.

### **GENERAL DESCRIPTION**

The position of Planner I is an entry level professional planner position in the Land Development Division. The primary responsibility is for the intake and processing of development applications that will be submitted to the Metropolitan Planning Commission (MPC) Board and the Zoning Board of Appeals (ZBA). Applications are also processed for site development plans that are evaluated by staff and recommendations prepared for the Executive Director's approval. This position will also be involved in a variety of planning related activities in the Neighborhood Planning and Design Division on an as needed basis. Planner I personnel serve at the discretion of the Executive Director, under the direct supervision of the Land Development Coordinator who reports directly to the Deputy Director. This position receives considerable immediate oversight and advice from AICP certified Senior Planners.

### **EXAMPLES OF WORK PERFORMED**

- Performs professional work related to a variety of planning assignments.
- Processing of submitted applications, verifies the accuracy of legal property descriptions for publication monthly.
- Prepares staff reports, and assists in making recommendations to the Executive Director regarding MPC and ZBA agenda items.
- Coordinates with GIS staff regarding the preparation of maps and other data necessary for processing of development applications.
- Participates in bi-weekly Pre-Application Conferences in order to receive preliminary application comments from the relevant City and Parish Department representatives.
- Evaluates or assists in the evaluation of re-zonings, ordinance text amendments, site plans, special use permits, variances and other proposals.
- Assists as a liaison between community groups, government agencies, developers, and elected officials in the development of neighborhood plans as needed.
- Reviews or assists in the review of development proposals and site plans for conformance with codes, plans, and regulations.

- Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, other publically accessible data.
- Assists in resolving citizen and customer issues.
- Conducts field evaluations and assessments.
- Provides information to the public regarding development regulations.
- Available for occasional evening and weekend meetings.
- Performs other duties as assigned by the Executive Director.

## **GENERAL QUALIFICATIONS**

### **Education and Experience**

The Planning I position requires a Bachelor's degree in urban planning, architecture, GIS, public policy or related field and one year of professional planning experience. Educational accreditation beyond the minimum educational requirement may be considered in lieu of the required planning experience. Combinations of education and experience equivalent with the minimum requirement (in the required fields) may be considered at the discretion of the Executive Director. Applicants that are eligible to obtain AICP Certification are preferred. Must have strong communication and customer service skills as well as experience with research and compiling data for reports associated with development review. Experience working in a governmental entity is preferred.

### **Knowledge**

- Knowledge of the philosophies, practices & techniques 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 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 include Microsoft Office, Internet applications, and GIS.

### **Skills and Abilities**

- 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 is 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.
- Interpersonal skills for facilitating relationships with elected/appointed officials or other decision makers.
- Group facilitation skills for use with community workshops desirable.
- Ability to manage projects effectively and meet firm deadlines.

- Consistently demonstrates respect, responsiveness, and professionalism towards others while providing superior service for customers.
- Works effectively with colleagues, subordinates, and supervisors from all backgrounds and levels.

**Salary Range**

\$43,600 to \$48,300.annually depending on qualifications and experience.

**Benefits**

Health and Dental insurance and retirement plan are offered with a required nominal employee contribution. Paid APA and AICP dues may be provided by the employer as allowed in the approved annual budget.

**DEADLINE AND FORM OF RESPONSE**

A letter of interest, resume, personal contact information, six professional references, and salary history will be accepted by e-mail or postal service until the Close of Business on **Friday, January 22, 2021** as follows:

Attention:

**Alan Clarke, Executive Director**  
Shreveport/Caddo Parish MPC  
505 Travis Street, Suite 440  
Shreveport, LA 71101

Contact Person: Emily Trant  
Phone: (318) 673-6498  
[emily.trant@shreveportla.gov](mailto:emily.trant@shreveportla.gov)

**Please note:**

- Please reference "Planner I" on the envelope or in the subject line of the e-mail.
- If you do not receive a confirmation e-mail confirming receipt of your documentation within 24 hours of sending, please call the number provided.