

CITY OF MONROE
HUMAN RESOURCES
DEPARTMENT

JOB CLASS NUMBER:
JOB TITLE: Senior Planner
DEPARTMENT: PUD
REVISION DATE:

This job description aptly
Describes the duties and/
or assignments being per-
formed but does not exclude
other occasional work
assignments not included.

Acceptance – Dept. Head

Date

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB

Under the leadership of the Planning and Zoning Director, is responsible for work of considerable difficulty in the effective administration of the City's zoning and subdivision ordinance, and other laws and regulations administered by the division; performs related work as required.

The Senior Planner performs advanced planning work and communicates directly with, develops comprehensive plans, neighborhood plans, zoning, or other development regulation amendments. The Senior Planner provides professional planning assistance to the community on varied housing, land use, or other policy-based projects. Other typical functions of the position include organizing, editing, peer-reviewing work products, conducting research, and preparing reports on land use, physical, social, and economic issues, and leading design and implementation of community and stakeholder engagement efforts.

EXAMPLES OF DUTIES

- Provides leadership and direction for staff as needed to complete division duties and or projects;
- Creates, edits, and maintains all maps and related database files for Planning & Zoning using GIS. Maintains the GIS layers for Planning and Zoning; maintains the City's address database, assigning new addresses to commercial and residential properties in coordination with GIS.
- Maintains GIS layers for Planning and Zoning such as address points and zoning districts and other related maps; Responsible for addressing parcels and correcting addressing errors;
- Conducts site inspections;
- Accepts & reviews applications for Planning Commission, Board of Adjustment, Historic Preservation Commission, and Site Plan Reviews for completeness and required documents;
- Researches and prepares reports and recommendations to the Planning Commission, Board of Adjustments, Historic Preservation Commission, and the City Council;
- Assists other City departments and agencies on planning and zoning;
- Assists in the update of the City of Monroe's Comprehensive Plan, Zoning and Subdivision Ordinances;
- Research of special studies as needed/requested;
- Maintains Census data records.
- Responsible for investigating zoning violations, citing violators, and attending Environmental Court proceedings for zoning violations.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree in planning or other related field and two years experience, including one year in a supervisory/leadership capacity, is required. A Master's degree is preferred. Pertinent graduate work may be substituted for experience on a year-to-year basis.

Must possess a valid state of Louisiana driver's license or have the ability to attain a Louisiana license within 60 days of employment.

Proficiency and knowledge & experience in GIS are strongly desired—knowledge of Microsoft Office Suite and other management software.

Knowledge, Abilities, and Skills

Comprehensive knowledge of the zoning ordinance; considerable knowledge of research techniques; good knowledge of current building and construction practices and legal procedures relating to the enforcement of ordinances. Ability to organize and present research data effectively in oral and written form; ability to communicate with other professionals, various government officials, and the general public. Advanced knowledge in ARC GIS is desirable. Ability to interpret city codes, resolutions, and ordinances.

The successful applicant will be required to prepare and sit for American Institute of Certified Planners certification (AICP) within two years of employment to retain their position.