

NOTICE OF POSITION OPENING

PLANNING MANAGER

The Shreveport/Caddo Parish Metropolitan Planning Commission (MPC) is an independent agency enabled by Louisiana State statute to manage the orderly development of the City of Shreveport, Louisiana and extra jurisdictional territory up to five miles beyond the city limits. The agency is governed by a nine member citizen board comprised of appointees of the local governing bodies. The board delegates the authority for the daily and long range operations of the agency to an Executive Director appointed by the MPC.

The MPC is in the process of completing a new Unified Development Code (UDC) that will replace the existing ordinances adopted in the 1950s. In anticipation of the adoption of the proposed UDC, the Executive Director has already begun the process of restructuring the application and development review process. It is expected that further restructuring will be needed with the commencement of the implementation phase of the approved UDC.

GENERAL DESCRIPTION

The Planning Manager is responsible for the management and coordination of the development application and review process for the Metropolitan Planning Commission (MPC) Board and the Zoning Board of Appeals (ZBA). Supervises the current planning staff and oversees the compilation of staff reports and data utilized in the review of development applications. Coordinates the design and implementation of updated development review procedures, forms and standards. Serves, at the discretion of the Executive Director, under the direct supervision of the Deputy Director. Works under moderate supervision with a high degree of latitude in order to exercise initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Performs advanced professional work related to a variety of planning assignments.
- Reviews all development applications and assigns cases to the current planning staff.
- Oversees the processing of submitted applications, verifies the accuracy of legal property descriptions, and coordinates required legal advertisements.
- Assists in the preparation of meeting agendas for the MPC Board and ZBA.
- Prepares and reviews all current planning staff reports, and makes recommendations to the Executive Director regarding MPC and ZBA agenda items.
- Presents reports and other findings to staff, MPC Board, Zoning Board of Appeals, City Council and Parish Commission.
- Coordinates with GIS Division regarding the preparation of maps and other data necessary for processing of development applications.
- Circulates application review materials to the respective City and Parish Departments and other applicable organizations for their review.
- Organizes and directs the monthly Development Review Team meetings in order to receive final application comments from the relevant City and Parish Department representatives.

- Organizes and coordinates all MPC Site Plan Review Committee meetings on an as needed basis.
- Assists with the implementation of the Unified Development Code (UDC) and the training of the current planning staff on the required UDC procedures.
- Researches and prepares assigned zoning and subdivision ordinance amendments.
- Performs other duties as assigned by the Executive Director.

GENERAL QUALIFICATIONS

Education and Experience

The Planning Manager position requires a master's degree in planning or related field and four years of professional planning experience. The MPC will consider candidates possessing a bachelor's degree in planning or a related field and six years of professional planning experience. Two years of supervisory experience of two or more employees is required. AICP Certification is preferred. Must have strong communication and management skills as well as experience with compiling reports associated with development review and ordinance amendments. Experience working in a governmental entity is preferred.

Knowledge

- Advanced knowledge of the philosophies, practices & techniques of planning.
- Well-developed knowledge of one or more planning disciplines, such as urban design, affordable housing, economic development, or land use.
- General knowledge of traffic engineering and vehicular access management.
- General knowledge of civil engineering and storm water management practices.
- Knowledge and experience in inner city development and redevelopment issues and strategies.
- Knowledge of principles, methodology, practices of research and data collection.
- Knowledge of effective writing techniques.
- Knowledge of the principles and practice of supervision, training and personnel management.
- Methods and techniques of effective technical report preparation and presentation.
- Knowledge of computer hardware and software programs, which include Microsoft Office, Internet applications, and GIS.

Skills and Abilities

- Excellent oral and written communication skills for preparing and presenting planning reports and projects.
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision makers.
- Project management experience.
- Creative problem-solving skills to gather relevant information to solve less well-defined planning problems.
- Group facilitation skills for use with community workshops.
- Ability to work on several projects or issues simultaneously.
- Ability to manage projects effectively and meet firm deadlines.
- Ability to exercise initiative without supervision or guidance.
- Ability to keep the Executive Director up-to-date at all times on all key issues and to follow through effectively on implementing his decisions and requests.

- 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

\$50,000 - \$64,000 annually

DEADLINE AND FORM OF RESPONSE

A letter of interest, resume, six professional references, and salary history will be accepted by e-mail or postal service until the close of business on **Friday, August 14, 2015** as follows:

Attention:

Mark W. Sweeney, AICP, Executive Director

Shreveport/Caddo Parish MPC

505 Travis Street, Suite 440

Shreveport, LA 71101

Contact Person: Diane Tullos

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