

## Civil Service

# ASSOCIATE PLANNER

**Job ID:** ANNOUNCEMENT 547 - Entrance & Promotional

**Issue Date:** MARCH 28, 2017     **Department:** PLANNING

**Application Deadline:** 4:00 PM, MONDAY, APRIL 10, 2017

**General Statement of Job:** Entry level position which under general supervision performs planning and technical duties associated with comprehensive planning, i.e. land use & zoning. Responsible for technical planning work involving the research, review, analysis and coordination of subdivision, rezoning, and land use plan amendments related to development requests, as well as site design analysis. Presents findings and recommendations to the director, planning staff, city planning commission, city council, and the public. Reports to the Assistant Director.

**Specific Duties and Responsibilities (This is descriptive, not restrictive as to all tasks included in this position):** ESSENTIAL JOB FUNCTIONS Conducts site plan reviews for planned unit development, conditional use, resubdivision and other land use and zoning applications; Examines applications for compliance with established plans and ordinances and applicable local, state, or federal regulations and recommend approval, denial or conditional approval of applications; Coordinates application review process with affected parties, including applicant, property owner, planning staff, architects and engineers, city regulatory and review bodies, and the public; Advises planning officials on project feasibility, regulatory conformance, and possible alternatives; Maintains current case files on each application as assigned; Prepares and presents written and oral reports to regulatory and hearing bodies, including planning staff findings and recommendations; Prepares and/or processes land use and zoning reports for planning applications; Provides zoning determinations for businesses and property owners; Researches lot & parcel history for re-subdivisions and zoning changes as needed; Mediate community disputes and assist in developing alternative plans and recommendations for programs or projects; Coordinates department activities with other departments and agencies as needed; Provides information on land use applications, ordinances, codes, plans, and related planning programs, services, or regulations to architects, engineers, developers, contractors, owners, community groups, and interested persons; Proficient in interpreting local, state, and federal laws related to land use & zoning including the comprehensive zoning ordinance, policy and procedure manuals, publications and reference texts, etc; Proficient in the use of computer software applications including Zoning Analyst, ArcMap, Microsoft Office, etc; Knowledgeable in the operation office equipment and machinery such as binding equipment, fax machine, copy machine, computer, scanner, printer, etc; Performs additional related duties as assigned.

**Communication Skills:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors as well as acting in the place of the supervisor in their absence and performing professional interactions.

**Physical Requirements:** Must be physically able to operate a variety of related machines and equipment including a computer, printer, fax, phone system, copier, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but work may involve walking, standing, bending, stooping, reaching, etc. for brief periods of time. Must be able to lift/carry weights of five pounds.

**Mental Involvement:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

**Minimum Training and Experience Qualifications:** Requires a Master's degree in Planning from an accredited four year university or a Bachelor's degree in Planning with twelve months of experience in County or Municipal Planning or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. Must possess a current, valid Louisiana driver's license.

NOTE: Out-of-state applicants who qualify, and if subsequently appointed, must obtain a current, valid Louisiana driver's license within thirty (30) days of Louisiana residency.

**Interpersonal Relationship Skills:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline.

**Test Required:** COMPETITIVE EXAMINATION - This class is announced on a competitive basis. The examination may consist of a written test, an oral panel, rating of education, training and experience or a combination thereof. The successful candidate will be required to pass a drug test and full background check.

**Salary Requirements:** \$17.6884 PER HOUR / 35 HOURS PER WEEK

**Note:** The City of Kenner is an Equal Opportunity Employer

The Kenner Civil Service Department posts current examination announcements at its office and on its online application website. Job applications may be filed only when an examination is announced. It is important that you include your entire employment history including periods of unemployment on your application, plus any relevant education and experience. Applications may be rejected if incomplete. Some job postings have an application deadline; others are open on a continuous basis until a sufficient number of applications have been received. Applicants who are interested in jobs that are not currently open for application may complete a job interest card which may be filed with the Kenner Civil Service Office at any time. DELAY IN THE MAIL: The Kenner Civil Service Department cannot accept responsibility for failure of the applicant to receive an admission slip to an examination, or for failure of the Department to receive material mailed by the applicant. VETERANS PREFERENCE in examinations will be granted only to those persons who provide proof of military service during covered periods and who are found to be eligible. The Kenner Civil Service Department does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. Therefore, reasonable accommodations will be provided to allow access to the Department's programs and activities for individuals with disabilities unless such accommodations would result in undue hardship. Auxiliary Aids such as readers, and large print material or other aids are provided for individuals requesting such accommodations under provisions of the Americans with Disabilities Act.



**APPLY:** Online at <http://csjobs.kenner.la.us>

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