

ST. BERNARD PARISH GOVERNMENT

TITLE: Director of Community Development

SALARY RANGE: \$65,000-\$70,000

DEADLINE FOR SUBMISSION: **October 31, 2014**

DESCRIPTION: The Director of Community Development shall direct and be responsible for the following activities:

- (1) Maintenance of maps related to the functions of the department;
- (2) Coordination of planning activities;
- (3) Provide support staff for the planning commission and board of zoning adjustments;
- (4) Inspection, licensing, and permit issuance in conjunction with the enforcement of any zoning ordinances and building, housing, and other technical codes;
- (5) Issuance of permits for mineral exploration and seismic activity;
- (6) Issuance of oil and gas permits;
- (7) Act as the flood plain manager;
- (8) Facilitate referrals for resolution and monitor environmental concerns issues
- (9) Serve as the secretary of the Planning Commission and the Board of Zoning Adjustments
- (10) Other such activities within the scope of this office as may be directed by the Parish President.

This work will include preparation of technical research and reports, collection and analysis of data, development of geographical information system data and analysis, presentations of work products to local agencies and public bodies, and administrative duties related grant administration, personnel management, and departmental budgeting.

QUALIFICATIONS: Master's Degree in Urban and Regional Planning or a related field preferred. Certification by the American Institute of Certified Planners (AICP) is preferred. Minimum of three (3) years of planning experience is required.

Interested candidates should submit a cover letter and resume by email, regular mail or fax to: Gretchen Smith, Human Resources Department, St. Bernard Parish Government, 8201 W. Judge Perez Drive, Chalmette, LA 70043, gsmith@sbpg.net, (504) 278-4257 (tel), 504-278-4264 (fax).

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

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