

# Job Announcement

City of Baton Rouge/Parish of East Baton Rouge

**Job Title:** PLANNER I

**Type of Vacancy:** Open Competitive  
Conditional

**Job Opening No.:** 2019341-1

**Job Code:** 1054

**Work Location:** Planning Commission

**Starting Annual Salary:** \$29,219

**Pay Grade:** 2150

**Application Dates:** 03/22/2019 – 04/11/2019

**Application Times:** Friday 12 Noon - Thursday

**NOTE:** Applicants using education to qualify for any job MUST attach a copy of their degree or transcript to their application at the time of applying. Applicants applying for any position that requires an official certification MUST attach a copy of that certification at the time of applying. Applicants MAY use experience as a substitution only if the minimum requirements indicates such.

## GENERAL DESCRIPTION

Under the general direction of an employee of a higher classification, performs responsible professional planning work in the Planning Commission. The employee of this class is expected to develop specific base data and studies and make recommendations concerning development plans while under moderate supervision. Work also may involve a significant element of participation in the technical aspects of other phases of the planning program. Work of this class differs from that of a Planner II by the assignment to specific technical tasks of recognized complexity and moderate level of supervision required. Performs other work as assigned.

## MINIMUM REQUIREMENTS

### EDUCATION AND EXPERIENCE

A bachelor's degree in planning or a closely related field (e.g. Architecture, Environmental Science, Geography, Landscape Architecture, Urban Forestry, Political Science, Public Administration, or Sociology).

### SUBSTITUTIONS

Any equivalent combination of education and experience.

### CERTIFICATIONS/LICENSES

None.

### OTHER JOB ASPECTS

None.

### SELECTIVE CERTIFICATION

None.

### EXAMINATION

Professional Series written examination required (may take up to 3 hours from test start time). Subject areas and other exam preparation information are available at: <https://www.brla.gov/261/Examination-Preparation>. Written examinations are available on most Tuesdays, 8:30 – 9:00 am, check-in, Thursdays, \*12:00 - 12:30 pm, and Fridays, 8:30 – 9:00 am check-in. Please call Human Resources Recruiting and Examination at 389-3132 to confirm testing dates and times. Test check-in is on a first come-first served basis. There are occasions where the test room is filled to capacity and applicants are asked to return on another day for testing. **Picture identification, proof of social security number and a completed online employment application are required for test room admittance.** \*Where written exam volume is expected to be high, check-in of applicants may begin as early as 11:30 am in order to complete the check-in process prior to the required 12:30 cut-off time.

### APPLICATION NOTE

In your employment application, please include detailed information such as software and equipment used, documents produced, fiscal or legal duties performed, types of customer service provided, decisions made, guidelines followed, supervisory duties, etc. Failure to provide an adequate description of your job duties may result in your application being REJECTED.