

NOTICE OF POSITION OPENING

LAND DEVELOPMENT COORDINATOR (PLANNER III)

BACKGROUND AND GENERAL INFORMATION

The Shreveport-Caddo Parish Metropolitan Planning Commission (MPC) is seeking to fill the Senior Planner position of Land Development Coordinator (Planner III). The MPC is an independent agency enabled by Louisiana State statute to manage the orderly development of the City of Shreveport, Louisiana and up to five miles into the Parish. The agency is governed by a nine member citizen board comprised of appointees of the local governing bodies. The board delegates the authority for land development and long range planning along with zoning enforcement operations of the organization to the Executive Director.

The agency is located within the third largest city of the State of Louisiana. Our planning efforts are guided by an award-winning master plan, Great Expectations: Shreveport-Caddo 2030 Master Plan, which provides a framework for becoming a sustainable community with choices for living, working, and growing.

We enjoy a diverse and interactive natural environment ranging from beautiful wetlands, lakes, and the Red River to hardwood forests. Shreveport's current Mayor, Ollie Tyler, has launched a number of initiatives aimed at improving the quality of life for the citizens of Shreveport (please go the link at the bottom of this posting for more information). Our parks and recreation network can't be matched regionally, and the city and parish host a wide range of festivals and special events throughout the year including the nation's largest single Mardi-Gras parade.

The City of Shreveport and the Parish of Caddo recently adopted the Unified Development Code (UDC) that replaced the existing ordinances from the 1950s. The UDC is just one of many planning related initiatives that the staff is engaged in implementing as part of the Great Expectations 2030 Master Plan. Some of the other planning initiatives that MPC staff are actively involved with or provide technical assistance include: the Cross Bayou Corridor Study, Shreveport Choice Neighborhoods, Shreveport Common, the Downtown Shreveport Community Planning Assistance Team, and the Northwest Louisiana Regional Thoroughfare Plan. Please refer to the official MPC website at www.shreveportcaddompc.com for more information.

The MPC employs a team of professional planners (in addition to the Executive Director). The agency places an emphasis on professional development and provides opportunities for continued education. All APA/AICP dues and approved state and national conference attendance is paid by the MPC.

GENERAL POSITION DESCRIPTION

The position of Land Development Coordinator (Planner III) is primarily responsible for the management of planning staff activities pertaining to zoning, subdivision plat and site plan applications. This position will report directly to the Deputy Director under the overall supervision of the Executive Director. This position will supervise a team of three planners that will assist in performing review and report related tasks for the agency.

EXAMPLES OF WORK PERFORMED

- Performs and manages complex and sensitive professional planning projects, research and analysis.
- Monitors and ensures compliance with all applicable local, state and federal laws.
- Oversees specialized planning functions such as large-scale new development proposals.
- Processing of submitted applications, verifies the accuracy of legal property descriptions.
- Prepares staff reports and assists in making recommendations to the Executive Director regarding MPC and ZBA agenda items.
- Coordinates with GIS staff regarding the preparation of maps and other data necessary for processing of development applications.
- Evaluates or assists in the evaluation of re-zonings, ordinance text amendments, site plans, special use permits, variances and other proposals.
- Advises various councils, boards, commissions and elected officials in planning related issues.
- Serves as a liaison and performs all necessary functions in support of the Planning Commission.
- Evaluates operations and activities, recommending improvements and modifications.
- Attends a moderate number of evening and weekend meetings.
- Performs professional work related to a variety of planning assignments.
- Coordinates the Site Plan Review Process and Pre-Application Conference.
- Coordinates all staff peer training activities.
- Develops and refines processes related to the implementation of the Unified Development Code (UDC).
- Acts as a liaison with City and Parish departments and agencies as it relates to the Land Development function of the Agency.
- Ensures timely implementation of all land development related and assigned planning projects.
- Be a creative innovator in the development of processes and procedures as it relates to land development planning.
- Collects a variety of statistical data and prepare reports and maps on topic such as census information, land use, other publically accessible data.
- Performs quality control review on planning activities, applications and projects.
- Performs other duties as assigned by the Deputy Director.

GENERAL QUALIFICATIONS

Education and Experience

The position of Land Development Coordinator (Planner III) requires a master's degree in planning, architecture, public policy or related field and two years of professional planning experience. In addition, two years of supervisory experience is required. Educational accreditation beyond the minimum educational requirement may be considered in lieu of the required planning experience. Combinations of education and experience equivalent with the minimum requirement (in the required fields) may be considered at the discretion of the Executive Director. Applicants that possess an AICP Certification are preferred. Must have strong communication and customer service skills as well as experience with research and compiling data for reports associated with development review. Experience working in a governmental entity is preferred.

Professional Knowledge

- Knowledge of urban planning and development and local government policies and procedures.
- Methods and techniques of effective technical report preparation and presentation.
- Pertinent federal, state and local laws, codes and regulations including recent changes.
- Knowledge of effective writing techniques.
- Knowledge of local government procedures and practices.
- Citizen involvement techniques and processes.
- Knowledge of the philosophies, practices & techniques of planning.
- Principles and practices of research and collection.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which include Microsoft Office, Internet applications, econometric or transportation modeling, database management, and GIS.

Skills and Abilities

- Must be innovative, detail-oriented, experienced in highly visible/controversial projects.
- Capable of managing multiple, high priority assignments.
- Strong interpersonal skills to develop good working relationships at various levels and to resolve complaints and conflicts.
- Strong analytical skills to interpret research data for reports and apply mathematic techniques in practical situations.
- Strong technical and creative writing skills.
- Reading comprehension to understand technical and legal materials.
- Ability to work on several projects or issues simultaneously.
- Ability to provide effective supervision and staff management.
- Ability to manage projects effectively and meet firm deadlines.
- Oral communication and interpersonal skills to present plans and explain planning concepts clearly to the public and public officials.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to create graphic designs, development strategies and render site plans via sketches and/or computer graphics is highly desirable.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.
- Interpersonal skills for facilitating relationships with elected/appointed officials or other decision makers.
- Group facilitation skills for use with community workshops desirable.
- 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

\$55,016 to \$62,088 annually

Benefits

Health and dental insurance and a retirement plan are offered with a required nominal employee contribution. Paid APA and AICP dues. Paid attendance to State and National APA Conferences as allowed in annual budget.

DEADLINE AND FORM OF RESPONSE

A letter of interest, resume, personal contact information, six professional references, and salary history will be accepted by e-mail or postal service until the Close of Business on **Friday, April 6, 2018** as follows:

Attention:

Mark W. Sweeney, AICP, Executive Director
Shreveport/Caddo Parish MPC
505 Travis Street, Suite 440
Shreveport, LA 71101

Contact Person: Mary Findley
Phone: (318) 673-6498
mary.findley@shreveportla.gov

Please note:

- Please reference "Land Development Coordinator" on the envelope or in the subject line of the e-mail.
- If you do not receive a confirmation e-mail confirming receipt of your documentation within 24 hours of sending, please call the number provided.
- For the quality of life information about Shreveport please go to:
<https://www.shreveportla.gov/CivicMedia?VID=231>