



JEFFERSON PARISH
Personnel Department

<http://www.jeffparish.net/jppd>

INVITES APPLICATIONS FOR THE POSITION OF:

PLANNER II (5086)

An Equal Opportunity Employer

SALARY

\$39,893.00 /Year

ISSUE DATE: 02/19/16

FINAL FILING DATE: Continuous

THE POSITION

EXAMINATION IS ANNOUNCED TO SUPPLEMENT THE EMPLOYMENT LIST TO FILL ONE (1) CURRENT EAST JEFFERSON VACANCY IN THE PLANNING DEPARTMENT AND FUTURE VACANCIES AS THEY OCCUR.

NOTE: Selective certification of eligibles with a minimum of six (6) months of GIS experience, including editing, analysis, and map-making, preferably using ESRI software, obtained through advanced coursework, training, internship or professional work experience will be used in filling this vacancy.

KIND OF WORK

Under the supervision of a Planner III, performs a variety of urban planning tasks such as planning research, data collection and analysis, public hearing reports and presentations, records management and maintenance, GIS applications, and other tasks as assigned. Conducts studies of planning topics, with an emphasis on land use and zoning. Researches, writes, and prepares maps and other graphics, planning and zoning reports, ordinances, resolutions, and public information documents. Makes technical planning recommendations and reports the results of all planning, zoning, or land use research and analysis. Develops, implements, evaluates, and updates the comprehensive plan and individual plan elements, including text and major amendments and corridor and sub-area plans. Performs related work as required. Position requires driving of a personal vehicle, thus possession of a valid driver's license, acceptable driving record, and personal automobile with minimum liability insurance available for business use (business travel is reimbursed on a mileage basis) will be given preference.

MINIMUM QUALIFICATIONS FOR ADMISSION TO EXAMINATION

Applicant must meet one (1) of the following minimum qualifications:

1. A Master's degree in Urban, Regional or Community Planning from an accredited college or university.
2. A Bachelor's degree in Architecture or Landscape Architecture from an accredited college or university; plus, two (2) years of satisfactory, paid, professional work experience performing architecture and landscape work that involves urban design, urban planning regulatory requirements, programming and permitting for land development, or short and long-term planning of land use or urban design.
3. Other accredited degree at the Bachelor's level or higher, plus, two (2) years of satisfactory, paid, professional work experience in a public planning department or as a professional consultant including work for governmental agencies in such planning fields as land-use and development regulation for zoning and sub-division, transportation, economic development, comprehensive and policy planning.

Proof of education, in the form of a transcript or diploma which states the specific major, is required and must be submitted at the time of application or immediately thereafter.

KIND OF EXAMINATION (ENTRANCE AND PROMOTIONAL)

The examination may consist of a written test, a rating of training and experience, an oral panel interview or any combination thereof. Acceptable applicants will be notified of the time, date, and place of any assembled testing. Applicants must supply complete and accurate information concerning their training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification and the Personnel Department reserves the right to determine the quality and quantity of education and experience claimed for credit.

JOB POSTING NO: 5086-09R

DATE: 12/14/07

AMENDED: 04/04/08

RE-OPENED: 02/19/16

Application Offices

East Jefferson
Room 206
1221 Elmwood Park Blvd
Jefferson LA 70123
(504) 736-6364

West Jefferson
Suite 3100
200 Derbigny Street
Gretna LA 70053
(504) 364-2730

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.jeffparish.net/jppd>

OR

Either of the office addresses listed above.

EXAM # 5086-09R

PLANNER II (5086)

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