

NOTICE OF POSITION OPENING

PLANNING MANAGER

GENERAL DESCRIPTION

The position of Planning Manager is primarily responsibility for the management of long range and strategic planning activities for the MPC. This position will report directly to the Deputy Executive Director under the overall supervision of the Executive Director. This position will supervise a team of two GIS technicians that will assist in performing GIS 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 and environmental studies.
- Provides overall management of Long Range Planning and GIS services.
- Advises the Executive Director on all planning related matters.
- 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.
- Handles sensitive personnel matters.
- Participates in Budget Preparation.
- Attends a substantial number of evening and weekend meetings.
- Performs professional work related to a variety of planning assignments.
- Develops long range and short term plans as directed by the Executive Director.
- Identifies funding and grant opportunities to implement plans identified in the Comprehensive Master Plan.
- Provides GIS related technical guidance to all MPC planning staff.
- Acts as a liaison with City and Parish departments and agencies as it relates to GIS and Long Range Planning activities.
- Ensures timely implementation of all GIS related and assigned planning projects.
- Provides GIS related analysis on a variety current and long range planning issues.
- 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 Executive Director.

GENERAL QUALIFICATIONS

Education and Experience

The Planning Manager requires a master's degree in planning, architecture, public policy or related field and five years of professional planning experience. Also required is a bachelor's degree or certificate in Geographic Information Systems (GIS), or planning degree with an emphasis on GIS. Three 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. Qualified applicants must have training and experience as it relates to utilizing GIS as a resource in the development of short and long range plans. Experience working in a governmental entity is preferred.

Knowledge

- Thorough knowledge of urban planning and development and local government policies and procedures.
- Thorough knowledge of specialization such as housing, zoning, historic preservation and economic development.
- Methods and techniques of effective technical report preparation and presentation.
- Pertinent federal, state and local laws, codes and regulations including recent changes.
- Principles and practices of supervision, training and personnel management.
- Budgeting procedures and techniques.
- Recent developments, current literature and sources of information related to municipal planning and administration.
- 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.
- Geographic imagery formats commonly used for municipal government applications.
- Knowledge of computer hardware and software programs, which include Microsoft Office, Internet applications, econometric or transportation modeling, database management.
- Knowledge of GIS mapping software products including ESRI ArcGIS, and Autodesk AutoCAD Map 3d.

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

\$68,000 - \$82,000 annually

Benefits

Health and dental insurance and a retirement plan are offered with a required nominal employee contribution.

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 **Monday, March 13, 2017** as follows:

Attention:

Mark W. Sweeney, AICP, Executive Director

Shreveport/Caddo Parish MPC
505 Travis Street, Suite 440
Shreveport, LA 71101

Contact Person: Stephen Jean

Phone: (318) 673-6467

Stephen.Jean@shreveportla.gov

Please note:

- Please reference "Planning Manager Response" 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.