

Parish of Ascension
Job Description

Job Title: Planner
Department: Planning and Development
Reports to: Director of Planning and Development
FLSA Status: Exempt
Pay Class: 122
Revision Date: July 7, 2008

SUMMARY

Responsible for developing comprehensive plans and programs for utilization of parish land and physical facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this job.

Supervises the review of preliminary subdivision layouts and final plats as per the Subdivision Ordinance.

Assists in the development of policies and administrative procedures.

Supervises the interpretation of information for subdivision regulations

Assists in the amendment of Parish Code of Ordinances which relate to planning activities.

Advises the general public, engineers, land surveyors, architects, developers and attorneys regarding the division and development of land as required by the subdivision and zoning ordinances.

Prepare the monthly Planning Commission agendas and coordinate the assembly and distribution of information for agenda items to technical review staff; also supervise assembly and distribution of monthly agendas and support material to Planning Commission members.

Plans, coordinates and directs the work of other professional planners, engineers, technical and support staff assigned to carry out major work elements within the Planning Department.

Directs work program tasks including the gathering and preparation of reports, general meeting preparation and necessary public contact.

Implements procedures and techniques for gathering necessary planning data to support the department's work program.

Prepares special planning studies, ordinance revisions, and carries out special projects as needed.

Performs project management responsibilities independently.

Ensures contract compliance and coordinates work of outside consultants.

Prepares scopes of work for outside consultants.

Coordinates with internal and external agencies. Attend public meetings if needed.

Provides supervision and training to staff members assigned to planning.

Plans, delegates, schedules, reviews and edits all work products produced by planning staff.

Serves as one of the primary department contact persons with various components of the community.

Assists the general public with Planning related questions.

Makes recommendations and presentations to various Parish advisory committees, including the Planning and Zoning Commission, Subdivision Ordinance Committee and Pre-Application Committee.

Any other related duties or tasks as assigned.

EDUCATIONAL and/or EXPERIENCE REQUIREMENTS:

Bachelor's degree (BS) or equivalent in a related field from an accredited college or university; and 3 to 5 years previous experience; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, or REGISTRATIONS:

Valid personal driver's license required.

PHYSICAL REQUIREMENTS:

Typical office environment. Individual may be required to lift and move 10-15 pounds occasionally. Office surroundings are generally quiet.

OTHER REQUIREMENTS:

POSITIONS THAT REPORT TO THIS POSITION:

Recording Secretary, Zoning