

JOB OPPORTUNITY



Civil Service ASSOCIATE PLANNER

Job ID: ANNOUNCEMENT NO. V39 - 6.19 ENTRANCE & PROMOTIONAL

Issue Date: JUNE 4, 2019 **Department:** PLANNING AND ZONING

Application Deadline: 4:00, JUNE 17, 2019

General Statement of Job: Entry level position which under general supervision performs planning and technical duties associated with comprehensive planning, i.e. land use & zoning. Responsible for technical planning work involving the research, review, analysis and coordination of subdivision, rezoning, and land use plan amendments related to development requests, as well as site design analysis. Presents findings and recommendations to the director, planning staff, city planning commission, city council, and the public. Reports to the Assistant Director.

Specific Duties and Responsibilities (This is descriptive, not restrictive as to all tasks included in this position): ESSENTIAL JOB FUNCTIONS Conducts site plan reviews for planned unit development, conditional use, resubdivision and other land use and zoning applications; Examines applications for compliance with established plans and ordinances and applicable local, state, or federal regulations and recommend approval, denial or conditional approval of applications; Coordinates application review process with affected parties, including applicant, property owner, planning staff, architects and engineers, city regulatory and review bodies, and the public; Advises planning officials on project feasibility, regulatory conformance, and possible alternatives; Maintains current case files on each application as assigned; Prepares and presents written and oral reports to regulatory and hearing bodies, including planning staff findings and recommendations; Prepares and/or processes land use and zoning reports for planning applications; Provides zoning determinations for businesses and property owners; Researches lot & parcel history for re-subdivisions and zoning changes as needed; Mediate community disputes and assist in developing alternative plans and recommendations for programs or projects; Coordinates department activities with other departments and agencies as needed; Provides information on land use applications, ordinances, codes, plans, and related planning programs, services, or regulations to architects, engineers, developers, contractors, owners, community groups, and interested persons; Proficient in interpreting local, state, and federal laws related to land use & zoning including the comprehensive zoning ordinance, policy and procedure manuals, publications and reference texts, etc; Proficient in the use of computer software applications including Zoning Analyst, ArcMap, Microsoft Office, etc; Knowledgeable in the operation office equipment and machinery such as binding equipment, fax machine, copy machine, computer, scanner, printer, etc; Performs additional related duties as assigned.

Minimum Training and Experience Qualifications: Requires a Master's degree in Planning from an accredited four year university or a Bachelor's degree in Planning with twelve months of experience in County or Municipal Planning. Must possess a current, valid Louisiana driver's license.

Test Required: RATING OF TRAINING AND EXPERIENCE Weighted 100%

Salary Requirements: \$17.6884 PER HOUR / 35 HOURS PER WEEK

EMAIL ywelman@kenner.la.us for application packet.

Note: The City of Kenner is an Equal Opportunity Employer