

Planner

City of Monroe

Monroe, LA

Handles customer phone calls, walk-ins and appointments related to planning, zoning, development issues and projects. This includes holding pre-application meetings with applicants. Acts as liaison to community groups, government agencies, developers and elected officials as necessary.

Able to interpret the various ordinances that the Planning and Zoning Division administers such as the Zoning, Subdivision, Landscaping, Telecommunications, Sign and Historic Preservation Ordinances.

Assists in research and data-gathering in response to phone calls, walk-in traffic and internal staff requests.

Assists in the review of administrative site plans, preliminary concept plans, development proposals and site plans for conformance with codes, plans, and regulations.

Assists in the preparation of detailed reports for Planning Commission, Board of Adjustment, Heritage Preservation Commission and Site Plan Reviews as well as attend meetings of the boards and commissions.

Performs other duties of a similar nature or level.

Qualifications:

Bachelor's degree in planning or other related field and one year of experience. Pertinent graduate work may be substituted for experience on a year to year basis; comprehensive knowledge of the zoning ordinance; considerable knowledge of research techniques; good knowledge of current building and construction practices and legal procedures relating to enforcement of ordinances. Knowledge of GIS. Ability to organize and present research data effectively in oral and written form; ability to communicate with other professionals, various governmental officials and the general public. Performs extra work as required.

If interested, please contact: Joanne C. Poret, AICP at joanne.poret@ci.monroe.la.us