

CITY OF MONROE
HUMAN RESOURCES
DEPARTMENT

JOB CLASS NUMBER:
JOB TITLE: Planner
DEPARTMENT: PUD
REVISION DATE: December 10, 2015

This job description aptly describes the duties and/or assignments being performed but does not exclude other occasional work assignments not included.

Acceptance – Dept. Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB

Under administrative supervision, within the Planning and Zoning Division, is responsible for work of average difficulty in providing technical assistance in administering the Zoning and Subdivision Ordinance; performs related work as required.

EXAMPLES OF DUTIES

- Works with general public as well as other departments and divisions, concerning Zoning and Subdivision Ordinances, mapping and other ordinances administered by the Planning and Zoning Division
- Assists in creating exhibits,
- Receives plans and reviews them for compliance with zoning regulations.
- Receives, reviews and assists the public with applications for Site Plan Reviews, Planning Commission, Board of Adjustment and Heritage Preservation Commission,
- Provides staff support to the Planning Commission and Heritage Preservation Commission as needed and assigned;
- Posts signs of notification for all Planning Commission, Board of Adjustments and Historic Preservation cases,
- Property ownership research and verification for all Planning Commission, Board of Adjustments and Historic Preservation Commission cases,
- Prepares legal notices relating to the applications for the boards and commissions. Agenda, legal notices of the public hearing in the newspaper,
- Responsible for maintaining office vehicles.
- Assists other staff members and others in the administration with the ordinances as needed.

Reports to the Planning and Zoning Director

MINIMUM QUALIFICATIONS

N/A

Training and Experience

- A four (4) year degree in planning or related field with emphasis in GIS is preferred, or any equivalent combination of education, training, and experience.
- Proficiency in computer skills required. Knowledge of ArcGIS software, Microsoft Office Suite New World and AS 400.
- Ability to interpret city codes, resolutions and ordinances.
- Must be able to comprehend and follow verbal and written instructions.
- Must possess a valid state of Louisiana driver's license.