

Parish of Ascension Job Description

Job Title: Planning and Development Director
Department: Planning & Development
Reports To: Chief Administrative Officer
FLSA Status: Exempt
Pay Level: 124
Draft/Approved Date: July 7, 2008

SUMMARY

The Planning Director will review all proposed zoning and planning amendments and prepare a report on them for the Zoning and Planning Commission and the Ascension Parish Council. Under the policy guidance, perform highly responsible professional and administrative work in directing the activities of the Planning and Zoning Commission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Initiates and directs the compilation and interpretation of information on physical, social, economic, and cultural conditions and trends as they relate to the future development of the Parish.

Review all proposed zoning and subdivision amendments and issue recommendations on them for the Planning and Zoning Commission and the Ascension Parish Council.

Administers provisions of the planning and zoning ordinance, supervising the review of preliminary revisions and the granting of final approval of plans to be accepted by the Parish Council.

Directs the recommendation of governmental measures affecting land use, public utilities, community facilities, housing and transportation to control and guide community development and renewal.

Oversees the work of the Zoning Official, Planner and the Engineering Review Agency.

Attends, participates and presents at Parish Council Meetings and other meetings as required.

Directs the reviews and evaluation of environmental impact reports applying to specified private and public planning projects and programs.

Directs the reviews and evaluation of drainage impact study reports applying to specified private and public planning projects.

The Planning Director may also fulfill the duties of the Zoning Official.

Directs, plans and oversees the Building Department operations with the help of one other department director.

SUPERVISORY RESPONSIBILITIES

Supervision is exercised over professional, sub-professional, technical and clerical personnel engaged in developing proposed zoning, planning, and technical related activities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor's Degree from four-year college or university in planning or related field, or four to ten years related experience and/or training or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one, small group & public situations, customers, clients and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiple and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Drivers License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel, and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet