

**CLASS TITLE: SENIOR PLANNER**  
**JOB CODE: 101622**

**PAY GRADE: 2220**  
**SALARY RANGE: \$41,114 - \$69,955**

**LOCATION OF WORK**

Planning Commission

**GENERAL DESCRIPTION**

Performs responsible professional planning work of an advanced level in the overall City-Parish planning program with limited supervision of an employee of a higher classification. Work involves the coordination of a major divisional function. May review rezoning applications, and modifications to the zoning ordinance. Assists in the supervision, review, and implementation of development regulations. Assists in the development of policies and administrative procedures. Serves as a section leader and leads subordinate employees in subdivision planning, zoning, long range planning, or economic development activities. Senior Planners are distinguished from Planner IIs by their leadership roles in the respective sections. Perform other duties as assigned.

**ESSENTIAL WORK TASKS**

Coordinates with the Director, staff, and Commission on long range, current planning, and/or the Geographic Information System; advises engineers, developers, attorneys, and the general public regarding division and development of land as required by development regulations.

Analyzes data, designs basic portions of the master plan, reviews and recommends specific revisions; reviews and prepares all data for public hearings for all subdivisions; supervises staff responsible for gathering information regarding the implementation of the Master Plan.

Prepares and supervises preparation of maps, reports, and correspondence on zoning, land subdivision, and related planning matters.

Prepares and supervises preparation of displays, maps, charts, and distribution of Census information.

May assist in the amendment of City-Parish Codes of Ordinances.

May advise the general public, engineers, architects, developers, and attorneys regarding division and development of land as required by development regulations.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the principles, practices, and techniques of urban planning.

Knowledge of the techniques of planning research and of the municipal, state, and federal agencies and procedures involved in urban planning.

Knowledge of development regulations, procedures, and practices.

Knowledge of economics, municipal finances, sociology, historic preservation, and environmental protection as they apply to urban planning.

Knowledge of the principles and practices of the Geographic Information System (GIS) program.

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Knowledge of the principles and practices of technical report writing.

Ability to organize, supervise, and perform technical research on subdivision and zoning related issues.

Ability to utilize a computer to interpret and analyze technical and statistical information and to prepare technical, oral, and written reports.

Ability to establish and maintain effective working relationships with employees, officials, other agencies, and the general public.

Ability to present technical information clearly and in an interesting manner to various groups and the general public.

Ability to supervise lower level subordinate staff.

Ability to apply good work habits such as punctuality, reliability, preciseness, and dependability in order to effectively complete assigned tasks and contribute to the smooth operation of the department and division.

Ability to attend to details while keeping big-picture goals in mind.

### **MINIMUM REQUIREMENTS**

**EDUCATION AND EXPERIENCE:** A master's degree in planning or related field (e.g. Architecture, Environmental Science, Geography, Landscape Architecture, Political Science, Public Administration, Sociology) and two years of experience in urban or regional planning OR a bachelor's degree in planning or a closely related field (e.g. Architecture, Environmental Science, Geography, Landscape Architecture, Urban Forestry, Political Science, Public Administration, Sociology) and four years of experience in urban or regional planning. Six months of supervisory experience required (may include project management supervision).

**SUBSTITUTIONS:** Any equivalent combination of education and experience. ([Please click here for the Substitution Equivalency Guide.](#))

**CERTIFICATIONS/LICENSES:** None.

**OTHER JOB ASPECTS:** None.

***NOTE:*** *The work examples described in this specification are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from job performance requirements if the work is similar, related, or a logical assignment to the job.*

11/19/2015

Filing Dates: April 15 - May 5, 2016

Filing Times: Friday 12 noon - Thursday 5pm

Click here for application.

Copies of transcripts/diplomas must be submitted with application.

Applications may be faxed to (225) 389-4962 or submitted to Human Resources, 1755 Florida Street, Room 116, Baton Rouge, LA 70802.