

NOTICE OF POSITION OPENING

SPECIAL PROJECTS PLANNER

The Shreveport/Caddo Parish Metropolitan Planning Commission (MPC) is an independent agency enabled by Louisiana State statute to manage the orderly development of the City of Shreveport, Louisiana and extra jurisdictional territory up to five miles beyond the city limits. The agency is governed by a nine member citizen board comprised of appointees of the local governing bodies. The board delegates the authority for the daily and long range operations of the agency to an Executive Director appointed by the MPC.

The City of Shreveport and Caddo Parish (County), beginning in 2011 adopted a new comprehensive plan, began the process of developing a new unified development code, and has undertaken other initiatives to implement the comprehensive plan. To continue our emphasis on strategic planning, the Executive Director is seeking a qualified candidate whose primary initial role shall include the duties described herein.

GENERAL DESCRIPTION

The Special Projects Planner is responsible for the management and coordination of specific assigned projects and programs which may include complex planning projects, master plan implementation, policy and ordinance development, and strategic planning initiatives. Manages outreach and information to support the agency's programs and activities including website content, media releases, and written reports and materials. Researches and develops new project recommendations for the organization including training and funding opportunities. Serves, at the discretion of the Executive Director, as his designated liaison with various organizations, community groups, and stakeholders. Works under moderate supervision with a high degree of latitude in order to exercise initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Performs advanced professional work related to a variety of planning assignments.
- Manages complex planning studies, development applications and reviews consultant proposals.
- Develops project budgets, administers bidding process, verifies contract expenditures and compliance.
- Conducts research and prepares statistical reports on land use, physical, social and economic issues.
- Presents reports and other findings to staff, MPC Board, Zoning Board of Appeals, City Council and Parish Commission.
- Assists in the implementation of the adopted Shreveport-Caddo 2030 Great Expectations Master Plan.
- Monitors compliance with the Master Plan objectives and provides periodic reports on implementation progress.
- Serves as the Executive Director's designated liaison in communicating and coordinating activities with government departments, elected leaders, appointed boards and private or nonprofit groups as it relates to the content or policies of the adopted plan and other planning initiatives.

- Assists with the coordination, adoption and implementation of the Unified Development Code (UDC).
- Coordinates, composes, designs, and edits agency website content and publications.
- Identifies funding opportunities and writes grant applications for the organization.
- Conducts benchmarking and analysis of best practices to enhance internal policies and procedures.
- Provides basic support working with correspondence, editing documents, meeting coordination, and conference/workshop planning.
- Provides advocacy and assistance to various entities, including neighborhood or citizen groups, in moving toward development of neighborhood plans in the Planning Districts or Sub-districts identified in the comprehensive plan.
- Participates in the development of any new components or amendments to the comprehensive plan including a minimum five-year plan review and update process.
- Develops and conducts surveys or develops other tools designed to solicit input from area residents regarding a variety of planning topics and issues.
- Organizes, conducts and reports on citizen outreach efforts in connection with specific planning efforts.
- Performs other duties as assigned by the Executive Director.

GENERAL QUALIFICATIONS

Education and Experience

The Special Projects Planner position requires a master's degree in planning or related field and four years of professional planning experience. The MPC will consider candidates possessing a bachelor's degree in planning or a related field and six years of professional planning experience. AICP Certification is preferred. Must have strong communications skills as well as experience with developing content for reports, media releases, and websites. Experience working in a governmental entity is preferred.

Knowledge

- Advanced knowledge of the philosophies, practices & techniques of planning.
- Well-developed knowledge of one or more planning disciplines, such as urban design, affordable housing, economic development, or land use.
- Knowledge and experience in inner city development and redevelopment issues and strategies.
- Knowledge of principles, methodology, practices of research and data collection.
- Knowledge of effective writing techniques
- Knowledge of computer hardware and software programs, which include Microsoft Office, Internet applications, and GIS.

Skills and Abilities

- Excellent oral and written communication skills for preparing and presenting planning reports and projects.

- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision makers.
- Project management experience.
- Creative problem-solving skills to gather relevant information to solve less well-defined planning problems.
- Group facilitation skills for use with community workshops.
- Ability to work on several projects or issues simultaneously.
- Ability to manage projects effectively and meet firm deadlines.
- Ability to exercise initiative without supervision or guidance.
- Ability to keep the Executive Director up-to-date at all times on all key issues and to follow through effectively on implementing his decisions and requests.
- Consistently demonstrates respect, responsiveness, and professionalism towards others while providing superior service for customers.
- Works effectively with colleagues, subordinates, and supervisors from all backgrounds and levels.

Salary Range

\$62,000 - \$72,000 annually

Deadline and Form of Response

A letter of interest, resume, six professional references, and salary history will be accepted by e-mail or postal service until the close of business on February 3, 2015 as follows:

Attention:

Mark W. Sweeney, AICP, Executive Director

Shreveport/Caddo Parish MPC

505 Travis Street, Suite 440

Shreveport, LA 71101

Contact Person: Diane Tullos

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