

ST. CHARLES PARISH

JOB TITLE: PLANNER I

GENERAL STATEMENT OF JOB

Under general supervision, performs technical and professional planning and research work in the Parish Planning & Zoning Department. Employee is responsible for researching and formulating ordinances, procedures and reports intended to assist the Parish in meeting its developmental goals. Work involves providing information and assisting the general public with various forms and applications needed pertaining to proper land use and zoning; supervising and assisting subordinate personnel; reviewing and coordinating the review of land use applications; researching and preparing technical reports in such areas as land use, environmental and economic impact, etc.; preparing planning and zoning surveys, investigations, studies, reports and recommendations and related work as required; and assisting with the updating of the E-911 system. Reports to the Planning & Zoning Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Participates in the preparation of surveys, research, reports and recommendations relative to population, land use, major streets and traffic, subdivisions and other aspects of community growth and development.

Selects the methodology, analyzes and applies research data relative to the stimulation and projection of parish and regional growth.

Analyzes economic, social and planning problems in the Parish and assists in the identification of probable causes and possible solutions.

Revises, formulates and prepares ordinances, procedures, staff reports and recommendations concerning zoning and other land use related matters.

Provides assistance to the general public, Parish departments, local and state officials on planning, development and related matters; assists property owners in identifying the various forms and applications needed for certain permits.

Supervises and assists subordinate personnel.

Reviews site plans, subdivision plats, conditional use permits, variances, rezoning requests, etc., to determine and ensure compliance with State and local ordinances, codes and regulations pertaining to land use and zoning; visits sites to determine current use; prepares and mails correspondence regarding compliance with zoning codes and ordinances.

Prepares correspondence, reports, charts, maps, graphs, and other illustrative materials for presentation to the Planning & Zoning Director, Planning and Zoning Commission, the general public, etc.; appears before such boards and persons to explain various reports, charts, maps, graphs, etc., and make specific recommendations for action in matters pertaining to Parish planning and zoning.

Inspects completed and proposed projects for compliance with Parish codes and ordinances.

Prepares answers to technical correspondence.

PLANNER I

Provides advisory services to Parish departments and local agencies.

Encourages and assists with the establishment of local and regional planning commissions, community development groups and similar planning agencies.

Confers with director, state and federal officials and administrator, engineers and civic groups interested in planning survey and studies.

Performs minor drafting services within the department such as zoning map updates, transportation plans and other related duties.

ADDITIONAL JOB FUNCTIONS

Coordinates activities with other Parish departments, other local government departments and agencies on proposed projects.

Assists with the updating of addresses for the E-911 system; answers questions that may arise concerning zoning issues.

Approves building permits if necessary.

May participate in the work of special projects when necessary.

Testifies in court relating to zoning issues.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in planning, geography, public administration, or a related field. Have 1 to 2 years of experience in urban and rural planning. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc.; and manual and automated drafting tools and equipment. Must be physically able to operate a motor vehicle. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls

PLANNER I

requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, statistical data, maps, site plans, engineering drawings, forms, permits, etc. Requires the ability to prepare correspondence, statistical and narrative reports, site plans, charts, graphs, maps, etc., using proper formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in various technical or professional languages, including engineering and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; understand and apply the theories of statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles, practices and objectives of urban and rural planning.

Considerable knowledge of Parish zoning ordinances and codes, and related land use and zoning regulations.

PLANNER I

General knowledge of the environmental and socio-economic implications of the planning process.

General knowledge of governmental programs, laws, grants and services pertinent to the planning process.

General knowledge of the geographic and socio-economic layout of the Parish.

Skilled in the collection, analysis and presentation of technical data and planning recommendations.

Ability to perform minor drafting and graphic arts services.

Ability to use common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs. Is able to use manual and automated drafting tools and equipment.

Ability to assist with evaluation of local planning problems and in the development of solutions based on existing laws and good planning practices and to prepare technical reports.

Ability to prepare and interpret cadastral, orthophoto, topographical and other related maps.

Ability to read and interpret surveys and engineering drawings and plans.

Ability to effectively express ideas orally and in writing.

Ability to exercise considerable tact and courtesy in contact with public officials, community leaders, professional groups, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

APPLICATION FOR EMPLOYMENT

RETURN TO: St. Charles Parish Personnel Office
P. O. Box 302, Hahnville, LA 70057 | Phone: (985) 783-5000
Fax: (985) 783-1216 | szimmer@stcharlesgov.net



St. Charles Parish is an equal opportunity employer in accordance with local, state and federal laws.

Notice to Applicant:

Complete this application carefully. The information will aid us in evaluating your qualifications. Please attach additional paper and/or documents if necessary to more fully explain your answers. St. Charles Parish welcomes all qualified applicants without regard to their race, color, religion, gender, national origin, age, marital status, medical condition or disability. All offers of employment are conditional upon successfully passing all required examinations and lab tests, including a drug screen. Physical and/or other examinations are used to determine whether applicants are qualified to perform the essential functions of the position with or without reasonable accommodation.

Date: _____

PERSONAL DATA

Name: _____ Social Security Number (Optional): _____
Last First Middle Initial

Home Address: _____
Number and Street City State Zip Code

Mailing Address: _____
Number and Street City State Zip Code

Home Telephone: _____ Work Telephone: _____

Mobile Phone: _____ E-mail Address: _____

Exact Job Title or Area of Work You are Seeking: _____

* For information on available jobs, visit stcharlesparish-la.gov and click on 'Employment' or call (985) 783-5000.

BELOW THIS LINE FOR PERSONNEL OFFICE USE ONLY

JOB INFORMATION

Available for: Full-time year-round Part-time year-round working _____ hrs/wk
 Seasonal from _____ (day/mo) through _____ (day/mo) working _____ hrs/wk

Can you perform all the essential functions of the job for which you are applying? Yes No

** If you need a copy of a job description call (985) 783-5000 or visit www.stcharlesparish-la.gov and click 'Employment.'*

If not, please explain accommodation required: _____

Are you legally eligible for employment in the United States? Yes No

Are you of legal age to work? Yes No

If driving a vehicle is a requirement of the job being applied for, please provide:

Driver's License Number: _____ Class: _____ State: _____ Exp. Date: _____

**Please attach a copy of your driver's license when submitting this application. If you have a CDL license, please attach your health card. For positions that require high school diploma, a GED or a college degree, a copy of the high school diploma, GED certificate or college diploma will be required prior to an interview.*

Consent Notice: A pre-employment Office of Motor Vehicles check will be performed prior to any interview. Initial: _____

If you have previously filed an application or tested for a job with St. Charles Parish, please indicate:

Position Title: _____ Year/Month: _____

EDUCATIONAL RECORD

Name and location of high school: _____

Did you graduate? Yes No Choose highest grade completed: 9 10 11 12

Date of graduation: _____

Date GED completed: _____

List colleges or universities attended:

Name/location	Courses or area of study/credits or degree
_____	_____
_____	_____

Did you graduate? Yes No Date of graduation: _____

List any other specialized training or certifications received: _____

EMPLOYMENT HISTORY

Begin with present employers and work backward for all places of employment during the last 10 years. Current and prior employers are not contacted until after the interview stage of a selection process. Use additional sheets if necessary. Resumes or additional sheets may be included with this application but cannot be substituted for this section of the application.

Employer's Name: _____

Address: _____

Supervisor's Name and Title: _____

Your Title: _____ Full-time Part-time Hrs/Wk: _____

Your Duties: _____

From: _____ (Mo/Yr) To: _____ (Mo/Yr)

Annual Salary: \$ _____ Reason for Leaving: _____

Employer's Name: _____

Address: _____

Supervisor's Name and Title: _____

Your Title: _____ Full-time Part-time Hrs/Wk: _____

Your Duties: _____

From: _____ (Mo/Yr) To: _____ (Mo/Yr)

Annual Salary: \$ _____ Reason for Leaving: _____

Employer's Name: _____

Address: _____

Supervisor's Name and Title: _____

Your Title: _____ Full-time Part-time Hrs/Wk: _____

Your Duties: _____

From: _____ (Mo/Yr) To: _____ (Mo/Yr)

Annual Salary: \$ _____ Reason for Leaving: _____

List any other work experience not listed above that relates to the job applied for: _____

ADDITIONAL INFORMATION

Please identify any extended periods during which you did not work reflected in the employment history section and give the reason:

From: _____ To: _____ Reason: _____

From: _____ To: _____ Reason: _____

From: _____ To: _____ Reason: _____

Have you been convicted of any violations of the law since your 16th birthday?

(Do not include traffic violations.)

Yes

No

Conviction of a violation of the law does not automatically bar you from employment. Each case is considered on its individual merits and evaluated in relation to the position.

Please list date / offense / location / disposition below:

1. _____

2. _____

3. _____

If driving a vehicle is a requirement of the job, list all traffic violations or tickets you have had in the past five years, as well as any driver's license suspensions or revocations.

Please list date / offense / location / disposition below:

1. _____

2. _____

3. _____

List three individuals who can give reference of your character and ability. Do not include relatives.

Name and address	Phone Number	Occupation	Years Known
------------------	--------------	------------	-------------

1. _____

2. _____

3. _____

I understand and agree that, as a condition of employment, I may be required to submit to drug and alcohol screening tests to determine compliance with the St. Charles Parish Substance Abuse Policy. Failure to comply with the testing program will be grounds for disqualification or immediate discharge. I understand that I can review and receive a copy of the St. Charles Parish Substance Abuse Policy upon request.

In filling out this application, I understand that St. Charles Parish is in no way obligated to provide, nor am I obligated to accept, employment. I understand that an investigation report may be made whereby information is obtained through personal interviews and third parties, such as past employers, business associates, financial sources, friends, neighbors or others with whom I am acquainted. This inquiry may include information as to character, general reputation and mode of living, whichever may be applicable and appropriate.

I hereby certify that all answers and statements contained in this application are true and complete to the best of my knowledge. I understand that any falsified information or misleading statements of fact will subject me to dismissal or disqualification. I hereby authorize St. Charles Parish to conduct whatever investigation is necessary and appropriate for the position(s) for which I am applying to include a full criminal history record check and a driving record check. I hereby authorize verification of the information given on this application and authorize the release of all requested information in connection with this application for employment. I understand that any employment will be "at will," which means that the parish has no obligation to employ me in the future. I also understand that this application is the property of St. Charles Parish and will become a part of my personnel file if I am hired.

Signature: _____ Date: _____

(Applicant must sign in order to be considered for any position with St. Charles Parish)