

City of Monroe

This job description aptly describes the essential job duties and/or assignments but does not include all assigned work or job duties that may be required to be performed by job title holder.

Job Classification Number: _____
Job Classification Title: PLANNER
Department: PUD
Division: P&Z
Date Job Description Created:
Date Job Description Revised: January, 2019

Approved by: _____
Department Head Date

JOB DESCRIPTION

JOB CLASSIFICATION TITLE: PLANNER (Entry Level Position)
Salary range \$35,000 - \$38,000

JOB SUMMARY: (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 Ordinance, creating maps, maintaining and updating the map layers; performs related work as required.

FLSA DESIGNATION: ___ Exempt ✓ Non-Exempt (Eligible for compensatory time or overtime pay.)

ESSENTIAL JOB DUTIES, FUNCTIONS & RESPONSIBILITIES:

- Creates and maintains all maps within the division using GIS,
- Coordinates, manages and edits maps and related database files for the Planning and Zoning Division,
- Assists in creating exhibits,
- 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
- 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

ESSENTIAL JOB QUALIFICATIONS AND REQUIREMENTS:

- 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 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.

LICENSES AND CERTIFICATIONS:

N/A

PHYSICAL REQUIREMENTS OF JOB

Americans with Disability Specifications: *The physical demands described here are an indication of what 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 job duties/functions.*

WORK ENVIRONMENT: Sitting, walking, light lifting and limited driving.

Provide signed original and word document of job description to HR Director.
Revised Job Description Format 6-2014