

NEIGHBORHOOD AND COMMUNITY PLANNER

The Shreveport Metropolitan Commission of Caddo Parish (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 adopted the Great Expectations Master Plan in 2011, adopted a Unified Development Code in 2017, and is currently undertaking many other initiatives to help implement the Master Plan. To continue the emphasis in neighborhood / community planning, the MPC is currently seeking a Neighborhood and Community Planner, which will be a part of the Community Planning division, and will be responsible for developing and updating Master Plan elements including detailed professional neighborhood/area plans.

GENERAL DESCRIPTION:

The Neighborhood and Community 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 report and materials; researches and develops new project recommendations for the organization including training and funding opportunities.

GENERAL QUALIFICATIONS:

Education And Experience:

The Neighborhood and Community Planner position requires a Master's degree in City, Urban, or Regional Planning, Public Administration, Landscape Architecture, Civil Engineering, or related field with a minimum four years' experience in the areas of long-range planning, zoning, and/or public policy; preferably in government or consulting with the public sector. The MPC will accept candidates possessing a Bachelor's degree in planning or related field and six years of professional planning experience. Membership(s) in the American Institute of Certified Planners (AICP), Urban Land Institute (ULI), and/or Congress for New Urbanism (CNU) are desired but not required. Candidates must have strong communication skills as well as experience with developing content for reports, media releases and websites. Advanced knowledge of the philosophies, practices and techniques of planning and well-developed knowledge of one or more planning fields are examples of several other required knowledge base and skills sets required for this position that are listed in the position description.

Purpose of Job:

Planner will work under limited supervision of the Community Planning and Design Manager, and occasionally the Deputy Director, to perform professional and technical work in long-range local and regional planning. May direct and/or assist in the collection of data for use in various planning studies, projects, or documents. Performs tasks involved in scoping, designing, researching, and carrying to fruition planning or policy related work as assigned. Leads or assists with various plan updates, annexation requests, and helps staff, elected officials, and the public to be better informed on planning related topics.

Knowledge:

Must have a working knowledge of land use planning and how policy and other decisions or laws affect it. Must be a proficient reader, writer, and researcher. The Planner must be knowledgeable in understanding and conducting surveys and analysis; have the ability to independently research a variety of subjects and apply them to land development or redevelopment; and must possess knowledge of the capabilities of Geographical Information Systems (GIS) as it relates to planning and demographics. Experience in implementing infill development projects or policy is a plus.

The Planner must be able to work in a modern office with modern practices, procedures, and equipment; must be able to deal tactfully with the public and co-workers; to exercise good judgment in evaluating situations leading to decisions; to express ideas clearly, concisely, and convincingly; and to supervise the work of others if necessary.

Essential Duties and Responsibilities:

- Responsible for the management of special projects as assigned, often requiring coordination with other staff members, the general public, and city, parish, or state departments. Responsible for the presentation of special projects.
- Assist, and sometimes lead, the development of long-range planning studies, documents, and presentations.
- Ability to communicate effectively in written and spoken form, including preparing reports for technical or administrative purposes, as well as presenting to the public, board, commissions, and other organizations.
- Ability to utilize Geographic Information System (GIS) software in the creation of maps and geographic data sets for use in the creation or evaluation of neighborhood plans.
- Understand and use demographic information, GIS, and other data sets to make the case for policy, regulations, or ordinance changes.
- Ability to use and communicate complex data and graphics sets and draw reasonable conclusions and recommendations.
- Responsible for writing ordinances and resolutions, with input from fellow staff, relative to zoning and subdivision regulations.
- Ability to work independently with limited supervision and/or lead small teams.
- Capable of reviewing zoning, subdivision, or site plan applications as needed.
- Furnish technical advice and general information to various city and parish departments, agencies, boards, commissions, and private citizens relative to subdivision control, land use, census data, or any other planning related data.
- Assists in the preparation of documentation to assist the city with annexation requests.
- Assists in indexing, filing, and storage of data.
- Answers the telephone in a professional manner; provide information, advice and guidance; relays messages, email, or calls to appropriate personnel; returns calls and email in a timely manner.
- Read and interpret legal descriptions.
- Prepare grant documentation as opportunities arise.
- Assemble and review Census data for use in various studies.
- Responsible for coordinating Special Census projects if necessary.
- Other duties as assigned by the Executive Director, Deputy Director and/or Community Planning and Design Manager.



City of Shreveport | Caddo Parish

Metropolitan Planning Commission

505 Travis Street, Suite 440 | Shreveport, LA 71101
318-673-6480 | fax 318-673-6461 | www.shreveportcaddompc.com

SALARY RANGE:

\$58,000 - \$62,000 annually

BENEFITS:

Health, dental and vision insurance and a retirement plan are offered with a required nominal employee contribution.

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 COB on **Friday, January 18, 2019** as follows:

Attention:

Alan Clarke, Interim Executive Director

Shreveport/Caddo Parish MPC

505 Travis Street, Suite 440

Shreveport, LA 71101

Contact Person: Mary Findley

Phone: (318) 673-6498

Fax: (318) 673-6461

Mary.Findley@shreveportla.gov

Please note: If you do not receive a confirmation e-mail confirming receipt of your documentation within 24 hours of sending, please call the number provided.