

PLANNER I: COMMUNITY PLANNING

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 into Caddo Parish. The agency is governed by a nine member citizen board comprised of appointees of the local governing bodies. The board delegates the authority for land development regulation and community planning along with zoning enforcement operations of the agency to the board appointed Executive Director.

The City of Shreveport recently adopted the Unified Development Code (UDC) that replaced the existing ordinances from the 1950s. The UDC is just one of many planning related initiatives that the staff is engaged in implementing as part of the Great Expectations 2030 Master Plan. Although posted position primarily deals with planning related to Master Plan Implementation and Community Planning, all of the planning staff has the opportunity to be engaged in activities related to the land development activities and the refinement of the Unified Development Code. Participation in continuing education through the APA and involvement as a team member in planning projects are examples of how professional development is encouraged. Planners with expertise in various disciplines are able to join teams on innovative projects and develop professionally in a peer learning environment. The agency strongly encourages accreditation and assists staff members financially in obtaining and maintaining AICP certification.

Although the position is being posted for the entry level position of Planner I, more experienced and qualified candidates could be employed at the level of Planner II with the same basic job functions with the addition of handling more complex planning assignments and being compensated at a rate commensurate with the candidates experience and educational level.

GENERAL DESCRIPTION

The position of Planner I is an entry level professional planner position in the Community Planning and Design Division. The primary responsibility is to assist in the planning activities associated with the implementation of the comprehensive Planning and community planning efforts.. Planner I personnel serve at the discretion of the Executive Director and the Deputy Director, under the direct supervision of the Community Planning and Design Manager. This position receives considerable immediate oversight and advice from on staff AICP certified Senior Planners.

EXAMPLES OF WORK PERFORMED

- Performs professional work related to a variety of planning assignments.
- Evaluates or assists in the evaluation of plans and initiatives associated with the comprehensive plan.
- Assists or acts as a liaison between community groups, government agencies, developers and elected officials in the development of neighborhood plans as needed.
- Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, other publically accessible data.
- Assists in resolving citizen and customer issues as it relates to community planning initiatives.
- Develops planning studies and reports of new and updated plans and programs.
- Prepares and presents detailed reports to appointed and elected officials.
- Conducts field evaluations and assessments.

- Provides information to the public regarding the comprehensive plan and community planning initiatives.
- Available for a substantial number of evening and weekend meetings.
- Utilize GIS data to analyze and evaluate and develop community plans.
- Develops maps and other illustrative drawings associated with community plans.
- Performs other duties as assigned by the Executive Director.

GENERAL QUALIFICATIONS

Education and Experience

The Planning I position requires a bachelor's degree in urban planning, architecture, GIS, public policy or related field and one year of professional planning experience. Educational accreditation beyond the minimum educational requirement may be considered in lieu of the required planning experience. Combinations of education and experience equivalent with the minimum requirement (in the required fields) may be considered at the discretion of the Executive Director. Applicants that are eligible to obtain AICP Certification are preferred. Must have strong communication and customer service skills as well as experience with research and compiling data for reports associated with development review. Experience working in a governmental entity is preferred.

Knowledge

- Knowledge of the philosophies, practices & techniques of planning.
- Knowledge of a relevant specialization such as transportation, land use, or affordable housing is desired.
- Knowledge of principles and practices of research and collection.
- Knowledge of effective writing techniques.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which include Microsoft Office, Internet applications, and GIS.

Skills and Abilities

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to create graphic designs, development strategies and render site plans via sketches and/or computer graphics is highly desirable.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.
- Interpersonal skills for facilitating relationships with elected/appointed officials or other decision makers.
- Group facilitation skills for use with community workshops required.
- Ability to manage projects effectively and meet firm deadlines.
- 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.



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

\$42,000 - \$47,000 annually Planner I

Benefits

Health, dental and vision insurance as well as 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.