

CLASS TITLE: PLANNER II
JOB CODE: 101610

PAY GRADE: 2190
SALARY RANGE: \$35,516 - \$60,464

LOCATION OF WORK

Planning Commission

GENERAL DESCRIPTION

Under the general direction of an employee of a higher classification, performs responsible professional planning work in the overall City-Parish planning program. Work involves responsibility for researching, formulating and modifying current and future master plans while assuring compliance with federal and state regulations and guidelines. The employee of this class is expected to develop specific base data and studies and make recommendations concerning development proposals. Work also may involve a significant element of participation in the technical aspects of other phases of the planning program. Planners II are distinguished from Planners I by a greater level of experience and education as well as a greater degree of authority and responsibility exercised. Performs other work as requested.

ESSENTIAL WORK TASKS

Develops planning studies and reports in support of new and updated plans, programs, and regulations.

Prepares preliminary studies, plans, and projections for land use, zoning, land subdivision, parking, and related purposes.

Prepares and maps, reports, and correspondence on zoning, land subdivision, and related planning matters; prepares displays, maps, charts, and distributes Census information.

May advise the general public, engineers, architects, developers, and attorneys regarding division and development of land as required by development regulations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles, practices, and techniques of urban planning.

Knowledge of the techniques of planning research and of the municipal, state, and federal agencies and procedures involved in urban planning.

Knowledge of development regulations, procedures, and practices.

Knowledge of economics, municipal finances, sociology, historic preservation, and environmental protection as they apply to urban planning.

Knowledge of the principles and practices of the Geographic Information System (GIS) program.

Knowledge of the principles and practices of technical report writing.

Ability to organize and perform technical research on subdivision and zoning related issues.

Ability to utilize a computer to interpret and analyze technical and statistical information and to prepare technical, oral, and written reports.

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Ability to establish and maintain effective working relationships with employees, officials, other agencies, and the general public.

Ability to present technical information clearly and in an interesting manner to various groups and the general public.

Ability to supervise lower level subordinate staff.

Ability to apply good work habits such as punctuality, reliability, preciseness, and dependability in order to effectively complete assigned tasks and contribute to the smooth operation of the department and division.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE: A master's degree in the planning or related field (e.g. Architecture, Environmental Science, Geography, Landscape Architecture, Political Science, Public Administration, Sociology) OR bachelor's degree in planning or a closely related field (e.g. Architecture, Environmental Science, Geography, Landscape Architecture, Urban Forestry, Political Science, Public Administration, Sociology) and two years of experience in urban or regional planning.

SUBSTITUTIONS: Any equivalent combination of education and experience. ([Please click here for the Substitution Equivalency Guide](#)).

CERTIFICATIONS/LICENSES: None.

OTHER JOB ASPECTS: None.

NOTE: *The work examples described in this specification are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from job performance requirements if the work is similar, related, or a logical assignment to the job.*

11/19/2015

Filing Dates: April 15 - May 5, 2016

Filing Times: Friday 12 noon - Thursday 5pm

Click here for application.

Copies of transcripts/diplomas must be submitted with application.

Applications may be faxed to (225) 389-4962 or submitted to Human Resources, 1755 Florida Street, Room 116, Baton Rouge, LA 70802.