

City of Gretna

JOB DESCRIPTION

Job Title: Planner

Department: Community Development

Reports To: Development Services Director

FLSA Status: Exempt

Date: 7/2021

JOB SUMMARY

Under the administrative direction of the Development Services Director, performs a wide variety of professional current planning, long-range planning, and zoning-related tasks.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of urban planning principles and practices as they pertain to zoning and other regulations, development proposals, and comprehensive planning.
- Knowledge of zoning laws and comprehensive plans, including their formation, process of adoption and enforcement.
- Knowledge of urban organization, housing, industrial, commercial, economic and related functions.
- Knowledge of the geographical layout and demographic attributes of the City of Gretna and surrounding jurisdictions.
- Knowledge of research methods and data evaluation.
- Knowledge of federal, state and local laws relating to urban planning.
- Knowledge of the city's responsibilities and use of independent judgment in the performance of duties.

Ability to:

- Ability to read and interpret plans and applicable development regulations and ordinances.
- Ability to review and make recommendations related to the city's development regulations.
- Ability to provide administrative direction within a municipal department.
- Ability to enforce regulations with firmness, tact and impartiality.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow both oral and/or written policies, procedures and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to utilize computers and various software application in the performance of job duties.
- Ability to perform job duties efficiently while managing frequent interruptions and under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to establish and maintain effective working relationships with the general public, governmental officials, co-workers and supervisors.
- Ability to protect confidential information.
- Ability to work on varying schedule, including evenings and weekends.

EDUCATION AND EXPERIENCE

1. Graduation from an accredited four-year college or university with major course of study in city/urban planning, urban land use, or closely related field.

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2. Three (3) years of direct municipal/county planning experience.
3. Must have a valid driver's license at the time of hire, and maintain it throughout the course of employment.
4. American Institute of Certified Planners (AICP) is desirable.
5. The City may accept any equivalent combination of education and experience.

PHYSICAL REQUIREMENT

Seeing and hearing: read documents, computer screen, phones, communicate in person.	75-100%
Standing and walking.	0-24%
Sitting	50-74%
Climbing, stooping, squatting and kneeling.	0-24%
Dexterity: utilizing phone, typing, and writing.	75-100%
Lift in excess of 10 pounds	0-24%

ESSENTIAL JOB FUNCTIONS

- Develops policies and procedures designed to increase the efficiency and effectiveness of departmental operations.
- Ensured the appropriate application of local, state and federal laws pertaining to the duties performed.
- Directs the preparation and maintenance of a general plan.
- Provides information on land use applications, ordinances, codes, design guidelines, plans and related regulatory information to architects, engineers, developers, contractors, owners and interested persons.
- Oversees development planning activities, including plan reviews, responding to requests for information from the public, writing zoning ordinance text amendments and providing administrative support to the Planning and Zoning Commission and Board of Adjustment.
- Coordinates and promotes planning activities with other governmental agencies, private agencies and other groups.
- Administers and interprets the zoning ordinance, subdivision regulations, and design guideline regulations.
- Prepares staff reports, conducts site inspections and evaluations, conduct research on zoning ordinance changes.
- Reviews land use and development submittals for conformance with regulations.
- Organizes and conducts meetings with applicants and community/neighborhood groups pertaining to submittals, planning activities, or master plans.
- Attends various meetings including City Council, Planning Commission and Board of Adjustment meetings.
- Provides status reports on planning operations for the city and surrounding jurisdictions; provides recommendations for future development.
- Attends meetings, conferences, workshops and training sessions.
- Prepares amendments to the city's comprehensive plan, zoning ordinance and subdivision regulations.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Establishes and maintains effective working relationships with the general public, governmental officials, co-workers and supervisors.
- Performs other duties as assigned.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.