Planning & Zoning

Division

MEMORANDUM

TO: All Departments
FROM: Joanne Poret, Planning and Zoning Director
DATE: April 23, 2021
RE: Job Opening for Planner

A job opening exists in the Planning and Urban Development Department within the Planning and Zoning Division for a Planner. If this position is not filled by a current city employee within ten (10) working days of this notification, it will be open to the public on 5/19/2021.

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 and graphics, and maintaining and updating the map layers; performs related work as required.

EXAMPLES OF DUTIES

- Creates and maintains all maps for the division/department using GIS.
- Creates, Maintains, & Manipulates P&Z GIS data.
- Creates & Maintains P&Z Web Maps and Apps.
- May create maps/exhibits for other departments.
- Issues, corrects and changes addresses for the City of Monroe
- Works with the 911 Office and the Ouachita Parish Tax Assessor’s Office on replicating information regarding address, subdivisions, Streets etc.
- Responds to requests for information from City employees and the general public within scope of authority; provides technical assistance to departments and divisions regarding mapping.
- Participates in the construction and maintenance of the City of Monroe Official Boundary and Annexation layer; edits the layers for zoning, council districts, addresses, annexations, etc.
- Applies quality control processes to ensure system and data integrity within the Planning and Urban Development Department
- Translates manually produced maps to computer based system,
- Assists in creating exhibits,
- Responsible for investigating zoning violations; citing violators and attending Environmental Court proceedings for zoning violations,
• 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, prepare and present cases at board/commission meetings.
• Performs other duties as assigned by immediate supervisor and or department head.

Reports to the Planning and Zoning Director

MINIMUM QUALIFICATIONS

Training and Experience

A four (4) year degree in Geographic Information System (GIS) technology, Planning and Urban Studies, or related field; at least five (5) to six (6) years of experience; or any equivalent combination of education, training, and experience.

Knowledge of GIS software and technology

Knowledge in Right of Way research

Knowledge of Municipal Metes and Bounds