



ADMINISTRATION
Human Resources

JOB TITLE: Planning & Zoning Director

DEPARTMENT: ENGINEERING

JOB CLASS NUMBER: 3145

DIVISION: Planning & Zoning

REVISION DATE: February 19, 2024

A handwritten signature in black ink, reading 'C. Morgan McCallister', written over a horizontal line.

Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Under administrative direction of the City Engineer, the Planning & Zoning Director is responsible for work of considerable difficulty in supervising a division involved in research, organization and implementation of long- and short-range goals, objectives, priorities and standards for the planning program.

EXAMPLES OF DUTIES:

- *Directs and supervises Planning & Zoning and Inspections & Permitting Divisions Staff*
- *Prepares annual office budget*
- *Administers planning and zoning regulations*
- *Administers zoning and subdivision ordinances*
- *Directs and participates in field surveys, investigations and research*
- *Directs and researches special studies as requested by the Planning Commission*
- *Coordinates and reviews applications for subdivisions, annexations, zoning, rezoning and variances*
- *Prepares reports and recommendations to the Planning Commission, Board of Adjustments, Historic Preservation Commission, and the Monroe City Council*
- *Responsible for updating the City of Monroe's Comprehensive Plan, Zoning and Subdivision Ordinances*
- *Advises appropriate City departments and external agencies on all matters relating to planning, zoning, annexation, and subdivision under the City Charter*
- *Supervises the maintenance of zoning documents and maps*
- *Prepares ordinances for City Council review.*
- *Works with the Senior Planner to coordinate Site Plan meetings and collect required documents; distributes information to departments as needed and responses to developers' questions*
- *Drafts amendments or revisions to the Monroe Zoning Code*
- *Drafts all processing and procedural documents for Planning and Zoning*
- *Communicates well with other professionals, various government officials and the public*
- *Is responsible for the Planning and Zoning office providing customer service to external and internal customers*
- *Coordinates My Government Online (MGO) meetings and ensures that the permitting process progresses accordingly*

TRAINING AND EXPERIENCE:

- *A Master's degree or any equivalent combination of higher education, training, and experience – preferably in City or Urban Planning*
- *Two to five years of experience preferred*

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Comprehensive knowledge of the principles and practices of urban planning*
- *Considerable knowledge of research techniques*
- *Knowledge of local, state, and federal laws governing planning*
- *Able to organize, present, and communicate effectively in oral and written forms*
- *Ability to make administrative/procedural decisions and judgments*
- *Information research skills*
- *Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community*
- *Ability to perform complex tasks and to prioritize multiple projects*
- *Ability to provide technical advice and information to faculty and staff in area of expertise*
- *Knowledge and understanding of guidelines and policies*
- *Records maintenance skills*

LICENSES AND CERTIFICATES:

- *Valid State of Louisiana Driver's License*
- *AICP certification is preferred; if not currently certified – must be willing to obtain certification based on AICP Certification Eligibility Requirements. Timeline based on years of experience.*

INTERNAL POSTING PERIOD: 5/9 - 5/23/2024

Position posting goes public after 10th day.