

**City of Baton Rouge – Parish of East Baton Rouge
Planning Commission**

PLANNER IV

GENERAL DESCRIPTION Under the general direction of the Planning Director and Assistant Planning Director, manages the Current Planning or Advance Planning Division. Supervises the review of preliminary layouts and final approval of plans, under the subdivision ordinance. Supervises the review of rezoning applications, zoning waivers, exceptions and modifications to the zoning ordinance. Supervises the review and implementation of land use and development of action programs. Assists in the development of policies and administrative procedures. Planners IV are distinguished from Planners III by the greater degree of authority and supervision exercised. Employees of this classification manage a division with assigned staff responsible for research, report writing, presentations and related activities. Performs other work as requested.

ESSENTIAL WORK TASKS Supervises the interpretation of information for subdivision regulations and the zoning ordinances. Supervises the interpretation and completion of information related to the natural and man made environment including physical, social, economic, and cultural conditions and trends as related to future growth and development. Supervises staff responsible for gathering information regarding the implementation of the Master Plan. Supervises the development and maintenance of the Parishwide Geographic Information System related to Planning Commission responsibilities. Supervises the maintenance and distribution of Census information. Assists in the amendment of City-Parish Codes of Ordinances. Advises the general public, engineers, architects, developers and attorneys regarding division and development of land as required by subdivision and zoning ordinances.

TRAINING AND EXPERIENCE Master's degree in planning or a related field, and two years professional level planning experience, including one year supervisory experience, or any equivalent combination of training and experience.

SKILLS, KNOWLEDGE, 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 subdivision and zoning regulations, procedures and practices. Knowledge of economics, municipal finance, 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 financial management of federal and state grants. Knowledge of the principles and practices of technical report writing. Ability to organize, supervise, 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. 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 and motivate personnel.

EXAMINATION Score derived from application grading.

SALARY \$42,324 - \$58,586

For Information Contact: Troy L. Bunch Planning Director City-Parish Planning Commission P.O. Box 1471 Baton Rouge, Louisiana 70821	Telephone 225/389-3144 Fax: 225/389-5342 Email: tbunch@brgov.com or Visit us on the Web: www.brgov.com/dept/planning/
--	--