

## Job description – CITY PLANNER I

The City of Gretna is seeking a high-performing, energetic candidate to join our team in City Development. Gretna is growing and we are looking for a team member who is open to exploring new and creative solutions to help maintain quality of life in our community. As the Planner 1 you will work closely with a tight-knit team of planners, engineers, administrators, permit technicians, the Building Official and Licensing Official, and other City departments as you contribute to a wide variety of projects that impact our community. Primary duties include development and permit reviews, supporting the Planning and Zoning Commission, GIS data development and maintenance, assisting with planning studies and other strategic projects depending on interest and need. Additional work may include organizing public meetings, preparing outreach and education materials, and working with IT on ArcGIS online conversion and data and application development. .

### *Essential Functions:*

- Consults with citizens and developers to provide information, guidance, and advice in response to inquiries regarding land use, zoning, subdivisions, development applications, Unified Development Code (UDC) compliance, and other planning matters.
- Receives, reviews for completion, and processes development applications including evaluation of site plans, subdivision requests, conditional use permits, and other land development proposals; ensures applications conform to the UDC and the Comprehensive Plan.
- Utilizes Geographic Information System (GIS) to assist in development reviews, publication of notices, and other planning matters.
- Maintains planning and zoning data and assist with data development for ArcGIS online applications.
- Operates online permit software (My Government Online) with city staff and outside agencies for review and approval of subdivisions, conditional use permits, and building permit applications.
- Compile and analyze data and create memos and reports at request of the Planning and City Development Director.
- Prepares graphics and maps, factsheets, schedules, notices, minutes, staff reports, and recommendations to the Director, Planning Commission, City Council and other boards and commissions.

- Assists with planning studies including scoping, data collection, drafting recommendations, reviewing deliverables and reports, and managing outside consultants.
- Maintains and organizes current documents and files to support all planning and city development functions.
- Occasional evening or variable hours to attend meetings is required.
- Conducts field evaluations and assessments.
- Perform other duties as deemed necessary and assigned.

### **Essential Skills and Competencies:**

- Passionate about customer service, including showing patience, providing direct assistance, and communicating clearly and concisely, both in person and in writing. This includes the recognition of language challenges in serving the public and seeking assistance where needed.
- Proficient with technical planning and permitting knowledge and computer programs. Ability to review site plans and construction plans for compliance with UDC is critical. Also requires proficiency with Microsoft Office Word and Excel.
- Highly comfortable in a fast-paced work environment with ability to multi-task, prioritize, and receive direction from multiple people, while paying close attention to detail and follow through.
- Excellent written and oral skills related to clarity, style and consistency. Communicating technical information in simple terms is critical.
- Committed to continuous learning and improvement of workflows and processes, both administrative and public facing.
- Analytical aptitude for scrutinizing complex problems, evaluating alternatives, and making sound, well-structured recommendations.
- Proven ability to establish and maintain working relationships with staff, elected officials, consultants, and the public.
- Confidence to work independently or in a team environment as needed, and to ask questions when direction is needed.
- Preferred: Demonstrated project management skills are preferred.
- Preferred: Bilingual (English/Spanish) language skills preferred but not required.

### **Job Requirements:**

**Education:** The Planner 1 position requires a bachelor's degree in planning from an accredited institution in Urban Planning, Public Administration, Civil Engineering, Architecture or other closely related field. Experience related to construction, architecture, and engineering related fields is a plus.

**Experience:** A minimum of one (1) year of similar or related experience (urban planning and/or local government) is preferred – internships will be considered.

**Licensure:** Must possess and maintain a valid Louisiana Driver's License and acceptable driving record.

**Additional Requirements:** Applicants must pass employment background and drug screening test.

Job Type: Full-time

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift