



Bossier City—Parish
Metropolitan Planning Commission
620 BENTON RD.
BOSSIER CITY, LOUISIANA 71111

Location: City of Bossier City, Bossier Parish, LA

Agency: Bossier City-Parish Metropolitan Planning Commission

Job Title: Associate/Assistant Planner

Position Overview

The Bossier City – Parish Metropolitan Planning Commission is looking for an Associate/Assistant Planner to join our growing dynamic team. As the Associate/Assistant Planner, you will work closely with a tight-knit team of planners, administrators, permit technicians, and other City-Parish departments as you contribute to a wide variety of projects that impact our community. Other duties include first tier plan review of all MPC and BOA applications, participation on technical committees and presenting to the MPC, BOA, City Council and Police Jury boards alike. Additional work will include organizing public meetings for the purpose of receiving input from citizens on proposed projects, working with the city's Geographical Information System (GIS) Department to keep zoning data current within the GIS system and providing assistance to the general public as needed. Bossier City – Parish is growing and we are looking for a team member who is open to exploring new and creative solutions to help our vast growing community.

Essential Functions and Duties

- Consults with citizens to provide information, guidance, and advice in response to inquiries regarding land use, zoning, platting, development applications, and other planning matters.
- Receives, reviews for completion, and processes development applications including evaluation of site plans, subdivision plats, rezoning applications, and other land development proposals; ensures applications conform to the City's development code and the Comprehensive Plan.
- Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans.
- Utilizes the Geographic Information System (GIS) to assist in current planning and long-range planning projects.

- Ability to use online permit software with city staff and outside agencies for review and approval of site plan review and building permit applications.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations.
- Ability to work independently or in a team environment as needed.
- Ability to multi-task, prioritize, and receive direction from multiple people.
- Have excellent written and oral skills related to grammar, punctuation, diction, and style.
- Group facilitation skills for use with community workshops.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, database management, AutoCAD and/or GIS.
- Preparing presentation of graphics and maps, schedules, notices, agendas, staff reports, and recommendations to the MPC, City Council and other boards and commissions.
- Occasional evening or variable hours in order to attend meetings is required.
- Consults with citizens and developers and provides guidance on the development application process, including types of approvals that will be needed;
- Skilled in customer service, including the ability to communicate clearly and concisely, both in person and in writing.
- Conducts field evaluations and assessments.
- Perform other duties as deemed necessary and assigned.

Minimum Qualifications

Education: The position requires a master'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 is preferred.

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.
- Bilingual (English/Spanish) language skills preferred but not required.

Position available: This position will be open until filled.

Salary Range: \$42,000 – \$46,000

Form of Response:

Please provide resume by,

Email: brownc@bossiercity.org

or

Mail to: Municipal Complex
Attn: Carlotta Askew-Brown, Executive Director
Bossier City-Parish MPC
620 Benton Rd. 2nd Floor
Bossier City, LA 71111

Websites: www.bossiercity.org
www.bossierparishla.gov

The Bossier City – Parish Metropolitan Planning Commission is an equal opportunity employer.