



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: Senior Planner

Position Overview

The Bossier City – Parish Metropolitan Planning Commission is seeking a team-oriented, highly motivated individual for the Senior Planner position. The selected Planner will be part of a diverse planning team and will have extensive interaction with the Metropolitan Planning Commission, City Council, Police Jury, general public and special interest groups in a variety of public settings. The incumbent in this position will have many opportunities to participate or lead special projects and organize citizen engagement while representing the MPC. Because of the variety of projects and assignments involved, the ideal candidate will be a self-starter, detail-oriented, and have excellent writing, math, communication, and time management skills.

Typical Duties Include

- Processing rezoning applications, special use permits and other land use applications
- Responding to information requests from developers, City officials, staff, and the public
- Working knowledge of theories of planning and possess the ability to creatively apply the knowledge and specialize skills to unique requirements or obscure problems
- Manages complex planning studies, development applications and reviews consultant proposals
- Reviews and processes comprehensive plan amendments, zoning amendments, site plans, plats
- Provides professional planning assistance to communities on varied land use projects
- Performs occasional field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans
- Schedules and conducts meetings with advisory boards and elected officials
- Presents reports and other findings to applicable committees
- Intermittent attendance at evening and weekend meetings are required
- Supervises planners and staff as needed within the organization

- Operate and assist in maintaining the Bossier City Parish MPC GIS database to include GIS updates from 911, Tax Assessor data, zoning information, and building plans
- Knowledge of computer hardware and software programs, which includes Microsoft Office, Internet applications.

Minimum Qualifications

The Senior Planner position requires a master's degree in planning, public administration, political science, architecture, engineering, or some other closely related field from an accredited institution and no less than three (3) years of professional planning or related field experience which provides the required knowledge, skills, and abilities to perform the essential functions of working with a growing City/Parish. Experience with design tools such as Adobe Creative Suite, ESRI and Geographic Information System (GIS) is strongly desired. AICP Certification is desired but not required.

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

Benefits:

Bossier City - Parish MPC provides medical and retirement benefits package.

Pay Range:

Pay is commensurate with experience.

Additional Requirements:

- Applicant must pass employment background and drug screening test.
- Bilingual (English/Spanish) language skills preferred but not required.
- Experience related to construction, architecture, and engineering related fields is a plus.

Application:

This position will be open until filled.

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.