



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Planner II (Regulatory Officer)
DEPARTMENT.....:	Planning & Zoning
DIVISION.....:	Regulatory
CLASSIFICATION/GRADE.....:	Planner II/209
REVISED.....:	07/2014
REPORTS TO.....:	Assistant Director of Planning & Zoning
REVIEWED.....:	07/2014
WAGES.....:	Salaried

SUMMARY:

The Planner II position has a range of responsibilities, within the Regulatory Division of the Planning & Zoning department, covering many aspects of the regulation of the built environment within a jurisdiction where a high proportion of the developed and developable land lies within the floodplain. Principle responsibilities/assignments therefore address, but are not limited to, the regulation of building activity within a flood prone environment, compliance support for National Flood Insurance Program (NFIP) and Community Rating System (CRS) requirements; and associated professional & occupational licensing.

BASIC FUNCTIONS:

1. Reviewing construction permit applications and conduct site-plan reviews to ensure compliance with regulatory requirements, including, but not limited to those addressing floodplain controls in National, State and local laws, regulations and ordinances.
2. Assist the parish Floodplain Administrator through formal record keeping, reporting, and program compliance documentation, with particular emphasis on annual NFIP Community Rating System renewals and periodic audits;
3. Conducting field inspections and structure assessments as required to support the assigned duties and, as needed, to support the general regulatory function, producing inspection reports, violation letters, and further violation action recommendations as appropriate.
4. Establishing and maintaining tracking systems to capture, analyze and report, data relevant to the assigned duties; and, as appropriate, advising division and department managers on compliance trends;
5. Administering miscellaneous licensing processes for taxi operations, cemeteries, sound amplification, construction related occupational licensing and contractor licensing.
6. Discharging such additional like duties as may, from time to time, be assigned.

OTHER REQUIREMENTS:

1. Maintain a clean, current driving license which is valid within the State of Louisiana;
2. Have familiarity with South Louisiana and the challenges faced within its communities;
3. Demonstrate the verbal & written communication skills and tact to work with the public;
4. Demonstrate the ability to produce clear and concise reports and technical documents;

5. Evidence knowledge and experience of regulatory activity within the built environment;
6. Understand the delicate balance between education, encouragement and enforcement to gain public compliance with regulatory requirements;
7. Recognize the importance of interdivisional and interdepartmental collaboration in order to achieve organizational goals and objectives;
8. Recognize the importance and value of the continuing learning processes as a tool to maintain and expand an up to date knowledge of the assigned area of work.
9. Be a team player, able to motivate colleagues and thrive within a collaborative working environment;
10. Practice good personal work ethics and influence others to do the same.

EDUCATION/EXPERIENCE:

Ideally, candidates for this appointment will hold a relevant professional qualification and/or degree in a related field of study, such as planning, or construction management, or construction law; and at least three years experience in floodplain administration and/or jurisdictional code enforcement programs. The parish may, in its absolute discretion, substitute specific task related experience for formal qualification.

Prior knowledge of the residential building code, relative to the referenced area of responsibility; permitting processes; understanding of NFIP Floodplain Regulations; and the NFIP Community Rating System (CRS); would be significant assets.

Essential skills include, but are not limited to, working familiarity with Microsoft Office products such as Word, Excel, PowerPoint, Visio, Outlook and Internet Explorer, as well as being familiar with Adobe Acrobat, and having a high level of comfort with electronic communications media.

Given the nature of this role, candidates must be confident of their ability to cope with the demands of driving, negotiating construction sites and rough terrain on foot, and the capacity to use ladders, manipulate tools, and handle job related equipment.