



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Planner II (Land Use)
<b>DEPARTMENT.....:</b>	Planning & Zoning
<b>DIVISION.....:</b>	Regulatory Division
<b>CLASSIFICATION/GRADE.....:</b>	Planner II/209
<b>REVISED.....:</b>	10/2018
<b>REPORTS TO.....:</b>	Planning & Zoning Director
<b>REVIEWED.....:</b>	11/2018
<b>WAGES.....:</b>	Exempt (Salaried)

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### **SUMMARY:**

The Planner II is a diverse position, which encompasses the mixing of land-use principles and practices, management of the daily affairs of the implementation of the comprehensive plan as it pertains to housing, transportation, recreation and quality of life, acquisition of recreation and management grants and other funding sources, and all other facets involving the Planning & Zoning Department.

### **BASIC FUNCTIONS:**

1. Responsible for the general management and administration of the regulatory division as it pertains to land use permitting, developments within conventional zoned areas.
2. Responsible for the review of all zoning applications and submit written recommendations to the Zoning and Land Use Commission.
3. Responsible for the review of all applications to the Houma Board of Adjustment and submit written recommendations to the Board.
4. Responsible for zoning determinations and enforcement and shall be considered a Zoning Administrator.
5. Ongoing implementation of strategies and recommendations identified in the Parish's Comprehensive Master Plan as well as future planning initiatives including updates to the Plan.
6. Responsible for informing local authorities on traffic control matters and request.
7. Responsible for development and implementation of regional transportation planning projects including bicycle and pedestrian network and associated grant funding.
8. Shall attend the Parish Tree Board meetings and act as Staff Liaison for said meetings.

### **OTHER REQUIREMENTS:**

1. Must be familiar with Land-use principles and practices.
2. Must be able to communicate and work well with the general public.
3. Must be willing to accept other work assigned by supervisor.
4. Must have strong grammatical and verbal skills.
5. Must have good knowledge of local geography.
6. Must keep good work ethics.
7. Must be able to manage employees.
8. AICP Certification or ability and willingness to become certified.

### **EDUCATION/EXPERIENCE:**

1. Master Degree in Urban & Regional Planning, or Bachelor's Degree in Urban & Regional Planning with a minimum of three (3) years experience with land-use or transportation planning.