

# PLANNER I (LAND USE)

Planning & Zoning | Regulatory Division



## SUMMARY

Responsible for the general management and administration of the Regulatory Division pertaining to land use permitting and developments with conventional zoned areas. The entry level position involves the creation, management and implementation of the comprehensive master plan pertaining to housing, transportation, recreation, quality of life, acquisition of grants and other funding sources, etc. as well reviewing applications for the Zoning and Land Use Commission and the Houma Board of Adjustment and submit written recommendations. Position will be heavily involved in Hurricane Ida recovery planning.

### JOB OVERVIEW

#### Starting Pay

\$45,448 - \$58,365 per year

#### Schedule

Monday - Friday

#### Shift

8 a.m. - 4:30 p.m.

### LOCATION

7836 Park Ave. Houma

### REPORTS TO

Planning & Zoning Director

### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

### WORK ENVIRONMENT

Frequent interactions with members of the public

## ESSENTIAL FUNCTIONS

1. Manage and perform administrative duties for the Regulatory Division pertaining to land use permitting and development within zoned areas.
2. Review zoning applications and submit written recommendations to the Zoning and Land Use Commission.
3. Review applications to the Houma Board of Adjustment and submit written recommendations to the board.
4. Act as a zoning administrator by making and enforcing zoning determinations and coordinating with other zoning administrators and code enforcement officers.
5. Develop and implement strategies and recommendations identified in the Parish Comprehensive Master Plan and future planning initiatives, including development of a parishwide Hurricane Ida Recovery Plan and Main Street Corridor Master Plan.
6. Communicate with local authorities on traffic control matters and requests.
7. Develop and implement regional transportation planning projects, such as bicycle and pedestrian networks, and handle associated grant funding.
8. Attend Parish Tree Board meetings and act as staff liaison.
9. Coordinate partnerships with various departments, agencies, and groups within and outside of the Parish Government.
10. Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Knowledge of land use principles and practices.
2. Knowledge of local geography.
3. Strong grammar and verbal communication skills.

## EDUCATION, EXPERIENCE, AND LICENSES

1. Master's Degree or Bachelor's Degree in Urban & Regional Planning or related field (required) with a minimum of three years of experience with land use or transportation planning (preferred).
2. AICP Certification or ability to become certified within 18 months of hire.



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org)