



*City of Baton Rouge/Parish of East Baton Rouge, Louisiana*

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**CLASS TITLE: PLANNING DIRECTOR**  
**JOB CODE: 3066**

**PAY GRADE: 2340**  
**SALARY RANGE: \$73,836 - \$123,242**  
*(Depending on Experience)*

**LOCATION OF WORK**

Planning Commission

**APPLICATION INFORMATION**

Resumes accepted August 15, 2020 to September 15, 2020

Please provide copies of university transcripts and related certifications/licenses

Email resumes to [planningdirector@brla.gov](mailto:planningdirector@brla.gov)

**BENEFITS**

Defined benefit pension; car allowance; deferred compensation; life, medical, and dental insurance; vacation and sick leave or paid time off.

**GENERAL DESCRIPTION**

Under the administrative and policy guidance of the Appointing Authority, the Planning Director directs the activities of the Office of the City-Parish Planning Commission. Work involves day-to-day supervisory administration of the Office; the formulation, modification, and improvement of master and subsidiary land use plans, including the official zoning map and the Unified Development Code for the relevant areas of the City-Parish; and reviews and presents requested changes to these plans to the Planning Commission. The Planning Director serves as an advisor to the City and Parish agencies on questions related to planning, zoning, capital improvements, transportation, and related matters; and other planning-related work as directed by the Planning Commission. The Planning Director shall supervise a staff of professional and technical personnel engaged in maintaining and updating existing plans, developing proposed plans, conducting research, preparing reports, and related activities. Work is performed with technical discretion. Performs other work as requested.

**ESSENTIAL WORK TASKS**

Formulates, updates, and revises the City-Parish land use and zoning plans and maps, including the comprehensive long-range land-use plan, as directed by the Planning Commission and Metropolitan Council; and advises the Commission and Metropolitan Council about changes, updates, and upcoming issues concerning those plans and maps.

Implements, updates, and revises the City-Parish Unified Development Code (UDC) as necessary for approval by the Planning Commission.

Reviews timely the requests for changes to the land use and zoning plans and maps for consideration by the Planning Commission.

Reviews timely the requests for preliminary and final development plans for compliance with the UDC for consideration by the Planning Commission.



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Supervises and administers an office and staff of qualified personnel to assist the Director in their duties, including hiring and evaluation of planning and support staff; sets and maintains budgets and work plans, prepares materials for review and use by the Planning Commission; and prepares reports and studies as requested by the Planning Commission and the Metropolitan Council.

Sets-up and prepares regular and special public meetings of the Planning Commission, including preparing agendas, reports, and keeping accurate minutes of the meetings.

Coordinates the work of the Planning Commission with other City-Parish departments, boards, commissions, and third-party consultants.

Advises public and private entities concerning planning issues when requested, and represents the Planning Commission at meetings and on regional and national planning boards and commissions.

Serves as Environmental Review Officer for all federal and state programs as authorized by the Metropolitan Council.

Performs other tasks related to land-use planning in the City-Parish or in the immediate region as the Planning Commission or the Metropolitan Council may from time-to-time direct.

Convenes other City-Parish agencies in support of the Planning Commission workflow.

Seeks public input when revising codes and ordinances.

Identifies weaknesses in codes and recommends improvements.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the advanced principles, practices, and techniques of responsible urban planning not limiting but to include master planning, land-use planning, subdivision planning, urban revitalization, and floodplain management.

Knowledge of economics, municipal finances, sociology, historic preservation, and environmental protections as they apply to urban planning.

Knowledge of Robert's Rules of Order.

Knowledge of the principles and practices of the Geographic Information System (GIS) program.

Knowledge of the principles and practices of technical reports.

Ability to organize public meetings and speak in public.



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Ability to lay out, supervise, and perform technical research on economic sociological, and planning problems; interpret and analyze technical and statistical information and to prepare technical oral and written reports.

Ability to manage and supervise an office, employees, and prepare and manage public budgets.

Ability to establish and maintain effective working relationships with employees, officials, other agencies, and the general public.

Ability to effectively present and communicate technical information clearly to the Planning Commission, other City-Parish entities and officials, stakeholders, and to the general public.

Ability to balance the rights of property owner with the impact to adjoining neighborhoods.

**DESIRABLE QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Bachelor's degree in planning or a related field and eight years of experience in planning, including responsible administrative and supervisory experience. Experience should include having to work in concert with a large number of private and governmental agencies in developing and affecting the planning program; public communication and outreach and transportation impact on cities and communities.

**CERTIFICATIONS/LICENSES:** American Institute of Certified Planners (AICP) certification is desired and encouraged.

**OTHER JOB ASPECTS:** None.

***NOTE:*** *Unclassified job specifications may be revised at the will of the appointing authority.*

8/11/2020