



## **City of Gretna Planner Opportunity:**

Join the City of Gretna and be a part of a dynamic small city with a big heart, and even bigger opportunities. Gretna sits on the Mississippi River and is home to approximately 18,000 residents. Our historic downtown riverfront, fast-growing local economy, proximity to downtown and other area resources, and unmatched quality of life make the City a premier community of choice for the New Orleans area. In 2018 Gretna adopted a Comprehensive Plan and Unified Development Code in 2019, together which provide a sustainable development framework that puts stormwater management, community design, and mixed-use development with walkability at the forefront of development priorities. Further, the city is currently implementing over \$25 million in grant-funded projects to achieve the goals and vision laid out by the community. These progressive projects are managed by the City Development Department, with support from across the administration.

### **Job Summary:**

The City of Gretna is seeking a high-performing, energetic candidate with initiative and self-sufficiency to join our team in City Development. Gretna is growing and we are looking for a team member who is open to exploring new and creative solutions to help maintain quality of life in our community. As the City Planner you will work closely with a tight-knit team of planners, engineers, administrators, permit technicians, the Building Official and Licensing Official, and other City departments as you contribute to a wide variety of projects that impact our community. Primary duties include development and permit reviews, supporting the Planning and Zoning Commission, GIS data development and maintenance, assisting with planning studies and other strategic projects depending on interest and need. Additional work may include organizing public meetings, preparing outreach and education materials, and working with IT on ArcGIS online conversion and data and application development. This position reports to the Director of Planning and City Development, who reports to the Mayor.

### **Core Duties and Functions:**

1. Consults with citizens and developers to provide information, guidance, and advice in response to inquiries regarding land use, zoning, subdivisions, development applications, Unified Development Code (UDC) compliance, and other planning matters.
2. Receives, reviews for completion, and processes development applications including evaluation of site plans, subdivision requests, conditional use permits, and other land

development proposals; ensures applications conform to the UDC and the Comprehensive Plan.

3. Utilizes Geographic Information System (GIS) to assist in development reviews, publication of notices, and other planning matters.
4. Maintains planning and zoning data and assist with data development for ArcGIS online applications.
5. Operates online permit software (My Government Online) with city staff and outside agencies for review and approval of subdivisions, conditional use permits, and building permit applications.
6. Compiles and analyzes data and creates memos and reports at request of the Planning and City Development Director.
7. Prepares graphics and maps, factsheets, schedules, notices, minutes, staff reports, and recommendations to the Director, Planning Commission, City Council and other boards and commissions.
8. Assists with planning studies including scoping, data collection, drafting recommendations, reviewing deliverables and reports, and managing outside consultants.
9. Maintains and organizes current documents and files to support all planning and city development functions.
10. Occasional evening or variable hours to attend meetings is required.
11. Conducts field evaluations and assessments.
12. Perform other duties as deemed necessary and assigned.

### **Essential Skills and Competencies:**

1. Passionate about customer service, including showing patience, providing direct assistance, and communicating clearly and concisely, both in person and in writing. This includes the recognition of language challenges in serving the public and seeking assistance where needed.
2. Proficient with technical planning and permitting knowledge and computer navigation. Ability to review site plans, surveys and construction plans for development code compliance is critical. Also requires proficiency with Microsoft Office Word and Excel.
3. Highly comfortable in a fast-paced work environment with ability to multi-task, prioritize, and receive direction from multiple people, while paying close attention to detail and follow through.
4. Excellent written and oral skills related to clarity, style and consistency. Communicating technical information in simple terms is critical.

5. Committed to continuous learning and improvement of workflows and processes, both administrative and public facing.
6. Analytical aptitude for scrutinizing complex problems, evaluating alternatives, and making sound, well-structured recommendations.
7. Proven ability to establish and maintain working relationships with staff, elected officials, consultants, and the public.
8. Initiative and self-driven to seek solutions and work efficiently.
9. Confidence to work independently or in a team environment as needed, and to ask questions when direction is needed.
10. Preferred: Demonstrated zoning, land use and project management skills are preferred.
11. Preferred: Bilingual (English/Spanish) language skills preferred but not required.

### **Compensation Range:**

**Range is dependent on experience** - plus competitive benefits including municipal pension eligibility.

### **Minimum Qualifications:**

**Education:** A bachelor's degree in planning from an accredited institution in Urban Planning, Public Administration, Civil Engineering, Architecture or other closely related field.

**Experience:** A minimum of one (1) year of similar or related experience (urban planning and/or local government) is preferred – internships will be considered. Experience related to site plan review, construction, architecture, or engineering related fields is a plus.

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

**Additional Requirements:** Applicants must pass employment background and drug screening test.

### **Position Details and Demands:**

**Position Type:** Full Time, Non-Exempt

**Department Name:** Planning & City Development

**Immediate Supervisor's Name:** Amelia Pellegrin

**Immediate Supervisor's Title:** Director of Planning and City Development

**Normal Work Schedule:** Monday through Friday, 8:00AM to 4:00PM

**Physical Demands:**

Primary Work Location: Office environment.

Sedentary: Exerting up to 20 pounds occasionally or negligible weights frequently, sitting most of the time.

**Non-Physical Demands:**

Frequency Codes: F=Frequently O=Occasionally R=Rarely N=Never

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|--------------------------------------------|-----------------------------------------|
| F Time Pressures                           | R Emergency Situations                  |
| F Frequent Change of Tasks                 | O Irregular Schedule/Overtime           |
| F Performing Multiple Tasks Simultaneously | F Working Closely with Others as a Team |
| F Tedious or Exacting Work                 | R Noisy/Distracting Environment         |

**Environmental Factors:**

None

**Computer Equipment and Software:**

Desk top computer, scanner, printer, Outlook, Word, Excel, Access, Powerpoint, Adobe Acrobat suite, and ESRI GIS tools including desktop software and ArcGIS online.

**Machines, Tools, Equipment and Work Aids:**

None

**Application instructions:**

Send resume and cover letter to Human Resources, gturner@gretnala.com. Position open until filled.