



St. Bernard Parish, Louisiana Classification Specification

PRINCIPAL PLANNER (IV)

Purpose of Classification:

The purpose of this classification is to perform duties related to assisting the Director of Community Development. The Principal Planner prepares reports regarding zoning and land use and interprets code involving variance requests and conditional use zoning changes. The Principal Planner must be knowledgeable of all environmental regulations for planning and management of new and existing development. The Principal Planner would also conduct site visits, be available to answer questions from staff and the public, and attend meetings and public hearings.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs the duties of the Zoning Administrator.

Prepares staff reports regarding zoning and land use.

Interprets zoning code for property owners applying for variance requests and conditional use zoning changes.

Interprets local, state, and federal environmental regulations for the planning and management of new and existing development.

Makes time for answering questions from the staff and from the public.

Attends meetings on departmental matters including public hearings.

Conducts site visits.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Required: Master's Degree in Urban Planning:

Preferred: 2 years of progressively responsible experience in a planning related field or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Louisiana driver's license.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Ability to operate a variety of automated office machines including computers and peripheral equipment.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.