

Director of Planning, Development, & Property Standards Job Opening

The DeSoto Parish Police Jury is seeking qualified applicants for the position of Director of Planning, Development, & Property Standards.

Salary: \$59,500 – \$74,500

Qualifications:

- Bachelor of Science degree (4 years) in one or more fields described herein, and
- Five (5) years minimum of progressively more responsible planning, development, and/or property standards enforcement subsequent to graduation, or
- Associates degree (2 years) in one or more fields described herein and ten (!0) years minimum of progressively more responsible planning, development, and/or property standards enforcement, subsequent to graduation.
- High School/GED degree and twenty (20) years minimum of progressively more responsible planning, development, and/or property standards enforcement, subsequent to graduation.
- Knowledgeable of the organization, functions, and operations of local government in Louisiana.
- Knowledgeable of state and federal laws and regulations related to the job duties.
- Possess a valid driver's license
- Must be able to pass a pre-employment drug screening, physical, and background check.
- The ability to interpret policies then plan, initiate and execute procedures in compliance with said policies and to solve and properly explain said procedures both verbally and in writing to persons at all skill levels.
- Computer and computer software skills for business and technical use.
- Ability to harmoniously work with people of all skill levels and backgrounds.
- Strong written and verbal communications skills.

Applications will be accepted until 4:30 p.m., Monday, June 3, 2019 at the DeSoto Parish Police Jury Administrative Office, 101 Franklin Street, Mansfield, LA. Applications and a copy of the job description may be obtained from the DeSoto Parish Police Jury Office or www.desotoppj.com.



Scope: DeSoto Parish Police Jury

**Job Title: Director of Planning,
Development, & Property Standards**

Category: Administration

Salary: \$59,500-74,500

The Director supports the Planning Commission, Board of Appeals, Police Jury, and Parish Engineer in planning and developing public and private properties and with maintaining and improving said properties by enforcing the ordinances and regulations adopted by said groups/individuals. The Director reports to the Parish Administrator/Engineer.

Primary Duties and Responsibilities:

- Zoning (property use) – ordinances, policies, procedures, and their enforcement.
- Jury – support Jury at and between meetings.
- Planning Commission – support commission at and between meetings.
- Board of Appeals – support board at and between meetings.
- Subdivision – ordinances, policies, procedures, and their enforcement.
- Permits – supervise issuance and enforcement.
- Buildings – residential, multi-family, and commercial plan review and construction inspection (Chief Building Official)
- Floodplains – administration and NFIP compliance (Administrator)
- Property Standards (nuisance, demolition, clearing, mowing, cleaning, etc.) – ordinances, policies, procedures, and their enforcement.
- Geographic Information Systems (GIS) – Arc GIS layers development and maintenance.
- Coordination of planning and development with federal, state, and local agencies and utilities.
- Land acquisition, disposal, and adjudication.

Secondary Duties and Responsibilities:

- Permits – issuance and enforcement
 - ◆ E911 addressing
 - ◆ Buildings and properties (use by public)
 - ◆ Burn
 - ◆ Special Events
 - ◆ Road Crossings
 - ◆ Road ROW Use
 - ◆ Driveways
- Office Management (planning, development, and properties).
- Construction Observation Engineering Support (inspector) – capital outlay projects (roads, utilities, and buildings).
- Construction Documents Engineering Support (contract documents) – capital outlay projects (roads, utilities, and building).
- Economic Development – property and asset database management.
- Emergency Management – assets management coordination.
- Additional duties as assigned.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will work in inclement weather, be required to stand, reach, stoop and kneel; and to lift and/or move up to 50 pounds.