

## **PLANNING COORDINATOR III**

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**Department:** Public Works                      **Reports To:** Permits and Planning Supervisor  
**Division:** Planning                              **Location:** Administration Building  
**FLSA Status:** Non-Exempt                      **Classification:** Full-Time/Civil Service  
**Approved By:** Public Works Administrator   **Date of Approval:** October 2002  
**Pay Grade Level:** 7

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### **JOB SUMMARY**

Responsible for the performance of a variety of planning administrative duties required in the daily administration of the various land development and licensing programs for the Parish, which includes the supervision and coordination of activities of division clerical staff by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential duties and responsibilities include the following:

- Manages the acceptance of applications and fees for development permits, as required under the Lafourche Parish Flood Prevention Ordinance; processes applications for permits to construct and/or locate structures within the Parish, reviews and ensures that all necessary information for proper handling is provided on the application; determines floodplain designation and minimum base flood elevation requirements. Advises applicants, either personally or through the actions of subordinate personnel, of minimum elevation requirements for construction
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations; issues written and oral instructions; assigns duties and examines work for accuracy and conformity with established policies and procedures
- Reviews applications for conformity with all applicable Lafourche Parish development ordinances, and advises applicant either in writing or by telephone of deficiencies and required actions to be taken by the applicant to effect compliance
- Notes instances of noncompliance on plans and applications and suggests modifications to bring plans into compliance
- Approves and issues permits
- Directs the inspection of buildings and sites to ensure construction/activity is in compliance with the terms and conditions of the issued permits

- Prepares and submits reports detailing items of noncompliance to permit holder for correction
- Completes or requisitions studies to improve or update development ordinances and codes
- Testifies at hearings regarding permitting and compliance activities
- Ensures the completion of reports and maintenance of the comprehensive records of all permitting and licensing activities for use by administrative and judicial authorities
- Monitors the authorization of the connection of utilities by appropriate utility provider on construction/activities that have fully complied with applicable regulatory provisions
- Monitors all fees collected, properly accounts for receivables, and forwards monies collected and accompanying reports to the Finance Department
- Manages and performs the review, processing, and issuance of bingo licenses
- Serves as the Community Rating System (CRS) program coordinator, and ensures that all program activities are completed in accordance with program guidelines for participation
- Serves as the Floodplain Manager in the issuance of flood zone designations and elevation requirements
- Compiles and analyzes data on the economic, social, and physical factors affecting construction activities, and prepares or requisitions reports on data
- Oversees the maintenance of the database of all parish permitting activities to ensure that files and records remain current and that the Parish maintains compliance with terms and conditions of participation in the National Flood Insurance Program
- Receives and resolves complex and sensitive complaints/questions/concerns received from applicants for permits issued within the Division, state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding permitting activities and compliance with the Parish development ordinances
- Analyzes and organizes office operations and procedures such as preparation of payrolls, personnel, information management, filing systems, requisition of supplies, and other clerical services
- Maximizes office productivity through proficient use of appropriate software applications
- Researches and develops resources that create timely and efficient workflow

Other duties may be assigned.

## **ADDITIONAL RESPONSIBILITIES**

- May receive and resolve or refer citizen complaints
- All parish government employees in a declared emergency shall be considered essential personnel

## **SUPERVISORY RESPONSIBILITIES**

Serves as first line of supervision for clerical positions within the Planning Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Managing People - Improves processes, products and services.; Continually works to improve supervisory skills.

Dependability - Follows instructions, responds to management direction; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and/or Experience.** Associate degree or higher from college or university or a certificate of completion from a technical school; or five (5) years related experience and/or training; or equivalent combination of education and experience.

**Language Skills.** Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills.** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability.** Ability to apply common sense understanding to carry out detailed and complex written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills.** To perform this job successfully, an individual should have knowledge of Database software; Spreadsheet software and Word Processing software.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

**Other Skills and Abilities.** Must have basic knowledge of the methods, practices, and procedures in general office administration, which also includes basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; general knowledge of computer word processing software (Corel WordPerfect, Excel, Quattro Pro, and Lotus 123, preferred), business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.

## **OTHER QUALIFICATIONS**

- Ability to type at least 60 words per minute and possess extensive skills in proper formatting of a variety of correspondence, reports, and other materials.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

## **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 is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.