

TOWN OF ABITA SPRINGS

Job Description: Planning and Zoning Director

Band: Director

Job Purpose

The Planning and Zoning Director provides administrative oversight and performs work involving Town Codes and Ordinances on new development and construction, permitting, and serves as liaison for the Planning and Zoning and Historic Committees on a variety of tasks related to these matters.

Reports to: Town Clerk/Clerk of Court

Responsibilities

In addition to following Town policies and procedures, principal accountabilities include, but are not limited to:

- Serve as point of contact for providing new building information and permitting of all new development and construction; issue demolition permits; schedule inspections; provide utility/culvert extension pricing.
- Provide information to citizens, developers, or others on code/zoning issues, post notices for variances, re-zoning, revocation of streets, etc.
- Serve as Town liaison for the Planning and Zoning Committee; create agendas, attend meetings and record minutes, post minutes to Town website; handle action items from meetings as needed.
- Serve as Town liaison for the Historic Committee; create agendas, attend meetings and record minutes, post minutes to Town website; handle action items from meetings as needed.
- Order street signs.
- Serve as Flood Plain Manager.
- Manage hazard mitigation.
- Prepare reports to the Assessor's Office and the Census Bureau on building and new construction activity.
- Administer sewer inspection program.

Job Qualifications

- High school diploma or GED equivalent, and 3-5 years of experience in public zoning, construction or related area or combination of education and experience
- Basic Microsoft Office
- Certified Flood Plain Manager (Emergency Management Institute)
- Customer Service mindset

Direct Reports

- none

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- Serve as Town Grant Writer.
- Plan and assist with Town events as assigned.
- Provide administrative back-up to other departments as needed, specifically in tracking employee vacation.