

# PLANNER II



## SUMMARY

Responsible for covering many aspects of the regulation of built environments within a jurisdiction where a high proportion of the developed and developable land lies within the floodplain. Principle responsibilities include the regulating building activities within a flood-prone environment, providing compliance support for National Flood Insurance Program (NFIP) and Community Rating System (CRS) requirements, and handling associated professional and occupational licenses.

### JOB OVERVIEW

#### Starting Pay

\$53,581 - \$68,786 per year

#### Schedule

Monday - Friday

#### Shift

8 a.m. - 4:30 p.m.

### LOCATION

7836 Park Avenue, Houma

### REPORTS TO

Assistant Planning Director

### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

### WORK ENVIRONMENT

Frequent interactions with members of the public.

## ESSENTIAL FUNCTIONS

1. Review construction permit applications and conduct site-plan reviews to ensure compliance with regulatory requirements, including those addressing floodplain controls in regulations, ordinances, and national, state, and local laws.
2. Act as designated parish floodplain administrator for Terrebonne Parish through formal record keeping, reporting, and program compliance documentation with particular emphasis on annual NFIP Community Rating System renewals and periodic audits.
3. Conduct field inspections and structure assessments as required to support the assigned duties. As needed, support the general regulatory function, producing inspection reports, violation letters, and further violation action recommendations.
4. Establish and maintain tracking systems to capture, analyze, and report data relevant to the Regulatory Division, specifically, weekly, monthly, quarterly, and annual permit reports. Advise division and department managers on compliance trends as appropriate.
5. Administer miscellaneous licensing processes for taxi operations, transportation network services, sound amplification, special event permits, public use permits, construction-related occupational licenses, and contractor licenses.
6. Aid the assistant director with administrative services to support the operation of public cemeteries as adopted within the parish, approve burial applications, and act as secretary to the Cemetery Appeals Board as requested.
7. Produce clear and concise reports and technical documentation.
8. Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Familiarity with South Louisiana and the challenges faced within its communities.
2. Verbal and written communication skills.
3. Knowledge and experience of regulatory activity within the built environment.
4. Understanding of the delicate balance between education, encouragement, and enforcement to gain public compliance with regulatory compliance.
5. Recognition of the importance of interdivisional and interdepartmental collaboration to achieve organizational goals and objectives.
6. Recognition of the importance and value of continuing the learning process as a tool to maintain and expand knowledge of the assigned area of work.
7. Ability to cope with the demands of driving and negotiating construction sites and rough terrain on foot.
8. Ability to use ladders, manipulate tools, and handle job-related equipment.

## EMERGENCY EVENTS

Not required to work during emergency events.

## EDUCATION, EXPERIENCE, AND LICENSES

1. Relevant professional qualification and/or degree in a related field of study, such as planning, construction management, or construction law.
2. Minimum of three years of experience in floodplain administration and/or jurisdictional code enforcement programs.
3. Floodplain Manager and MS4 Code Enforcement certifications or ability to become certified within 18 months is required.
4. Essential skills include familiarity with Adobe Acrobat, Microsoft Office products (such as Word, Excel, PowerPoint, Visio, and Outlook), and a high level of comfort with electronic media.
5. Knowledge and understanding of the residential building code (relative to the referenced area of responsibility), permitting processes, NFIP Community Rating System (CRS) would be significant assets.
6. The Parish may, at its absolute discretion, substitute specific task-related experience for formal qualification.
7. Possess and maintain a valid Louisiana driver's license.



Questions? No problem! Email us at  
[employment@tpcg.org](mailto:employment@tpcg.org).