

# HUMAN RESOURCES

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**MARK R. JOHNSON**  
*Mayor*

## CITY OF COVINGTON

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### Planning and Zoning Director

Position #: 392  
Work Location: Administration Department  
Reports To: CAO  
Rate of Pay: \$75,000 - \$85,000/year  
Full Time, Exempt position.

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#### City Conformance Statement:

In the performance of the below respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers and suppliers
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and customers.

#### General Job Description:

Perform critical, technical and complex work in the administration of Zoning and Subdivision Ordinances. Frequent involvement in zoning interpretation and day-to-day public relations/problem solving.

#### Essential Functions:

- Process zoning, sign subdivisions, street/alley closing and historic district applications for completeness prior to docketing
- Coordinate Board and Commission public hearings.
- Provide professional and technical advice and support to Boards and Commissions regarding the overall growth and development of the City, including economic growth-related activities
- Prepare zoning, subdivisions and certificate of appropriateness reports for cases appearing before Boards and Commissions
- Coordinate land use analysis with other departments and technical consultants
- Respond to zoning inquires via all lines of communication
- Conduct site plan reviews, visits, and inspections to ensure compliance with ordinances and regulations
- Understand trends at local, state and national levels and utilizes new concepts for managing growth and development
- Perform research and analysis for presentations on special projects and community/planning issues
- Review, analyze, and recommend action to the City Council on requests for text changes, map changes, conditional use applications and other such requests
- Responsible for coordinating updates to the Comprehensive Plan, Subdivision and Zoning Ordinances and Historic District Design Guidelines

- Serve as a consultant and advisor to City decision makers and provides them with relevant and objective information related to a wide range of planning, land use and zoning issues
- Represent the City and department in City/neighborhood meetings; information and advises these groups, as well as the administration of local and regional community development, environmental and infrastructure planning issues
- Administer the City's Business License and Alcohol Licensing process
- Represent the department in a variety of meetings and contacts with public agencies, private groups and individual citizens

**Qualifications:**

- A requirement is a Bachelor's Degree in planning, public or business administration or similar field of study
- A minimum of five (5) years of related professional work experience. A Master's Degree in a related field may be substituted for the years of experience
- Certification from American Institute of Certified Planners (AICP) is preferred
- Must possess significant project planning and development review experience
- Good organizational skills as well as verbal and written communication skills
- Ability to positively interact with public
- Ability to work independently with little direction

**Minimum Required Knowledge, Skills & Abilities:**

- Intermediate knowledge of Microsoft Word and Excel
- Ability to juggle multiple projects with superb accuracy
- Strong sense of urgency and problem solving skills
- Detail-oriented with good analytical skills
- Skill in operating standard office machines, including but not limited to, personal computer, Xerox machines, fax machine, etc.
- Ability to learn the applicable laws, ordinances, and department rules and regulations
- Ability to communicate effectively orally and in writing
- Ability to manage time efficiently with minimal supervision
- Ability to communicate effectively with employees interdepartmentally
- Ability to read and interpret documents

**Physical Requirements (with or without accommodation):**

- Operate office equipment (computer, copier, fax machine, etc.)
- Ability to sit, talk and hear for a large majority of the working day
- Must be able to lift/move/carry approximately 25 pounds if required to perform the essential job function. If the employee is unable to lift/move/carry this weight and be accommodated without causing the department an "undue hardship" then the employee must be accommodated; therefore omitting lifting/moving/carrying as a physical requirement
- Ability to work indoors behind a desk
- Ability to work outdoors, sustaining variable weather conditions. This may include walking on uneven pavement, crossing ditches, walking through muddy terrain, etc.

**This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities as necessary.**

To apply for this position, please complete an application of employment referencing Position #392 and email to [eleggio@covla.com](mailto:eleggio@covla.com) or fax to (985)635.0006.

