

## JOB POSTING

### **ZONING COMPLIANCE COORDINATOR**

The Shreveport/Caddo Parish Metropolitan Planning Commission (MPC) is an independent agency enabled by Louisiana State statute to manage the orderly development of the City of Shreveport, Louisiana and has a contractual agreement with the Parish to manage extra jurisdictional territory up to five miles beyond the city limits. The agency is governed by a nine-member citizen board comprised of appointees of the Shreveport City Council. The board delegates the authority for current and long-range planning along with zoning enforcement operations of the agency to the board appointed Executive Director.

The MPC's fiscal agent is the City of Shreveport. Therefore, all the Payroll, HR and budgetary functions of the agency are processed through the city.

#### **GENERAL DESCRIPTION**

The position of Zoning Compliance Coordinator is a clerical position in the Zoning Division of the MPC. This position will serve at the discretion of the Executive Director, under the direct supervision of the Zoning Administrator. This position processes all Certificates of Occupancy and zoning violations.

#### **EXAMPLES OF WORK PERFORMED**

- Receives phone calls, letters, e-mail, and other communication related to all alleged zoning violations.
- Processes all reports of alleged zoning violations via a web-based software system.
- Dispatches zoning inspectors to locations where suspected zoning violations have been reported.
- Sends certified letters to property owners regarding verified violations.
- Compiles all evidence of confirmed zoning violations and forwards them to legal services for prosecution.
- Provides clerical and administrative support to the Zoning Administrator.
- Maintains, searches, and retrieves Certificate of Occupancy from manual and digital files.
- Performs other clerical and receptionist duties such as filing, photocopying, scanning, transcribing.
- Performs other duties as assigned by the Executive Director or Zoning Administrator.
- Creates and or reviews correspondence, memos, and reports to be signed by the Zoning Administrator.

#### **GENERAL QUALIFICATIONS**

##### **Education and Experience**

The Zoning Compliance Coordinator requires a bachelor's degree in public or business administration or related field and two years of increasingly responsible administrative or management experience. Combinations of education and experience equivalent with the minimum requirement (in the required fields) may be considered at the discretion of the Executive Director. Must have strong communication and customer service skills as well as experience with professional administrative office practices. Experience working in a governmental entity is preferred.

**Executive Division**

505 Travis Street | Suite 440 | Shreveport, LA | 71101  
phone 318-673-6480 | fax 318-673-6454

**Knowledge, Skills, and Abilities**

- Ability to always maintain a customer service attitude.
- General knowledge of modern office methods and procedures.
- Proficient letter writing skills.
- Excellent oral communication and interpersonal skills.
- Excellent keyboard and data entry skills
- Good numeracy and literacy skills
- Proficiency in MS Office Suite
- Excellent time management skills and the ability to multitask and prioritize work
- Ability to present professional attitude and appearance
- Ability to be resourceful and proactive when issues arise
- Ability to maintain confidential information as appropriate
- Ability to prioritize and work to deadlines
- Ability to work under pressure
- Ability to work independently with initiative
- Ability to identify problems and develop solutions
- Emotional resilience in working with challenging behaviors

**SALARY RANGE**

\$30,500 - \$37,500 annually

**Benefits**

Health and dental insurance and a retirement plan are offered with a required nominal employee contribution.

**DEADLINE AND FORM OF RESPONSE**

A letter of interest, resume, professional references, and salary history will be accepted by e-mail or postal service until June 23, 2023.

**Alan Clarke, Executive Director**

Shreveport/Caddo Parish MPC  
505 Travis Street, Suite 440  
Shreveport, LA 71101

Contact Person: Shari Culbert

Phone: (318) 673-6470

Fax: (318) 673-6461

[Shari.Culbert@shreveportla.gov](mailto:Shari.Culbert@shreveportla.gov)

**Please note:**

1. If you do not receive a confirmation e-mail confirming receipt of your documentation within 24 hours of sending, please call the number provided.
2. The Executive Director reserves the right to interview and make offers to any qualified candidate anytime during the posting period.