

## **DEVELOPMENT SUPERVISOR**

### **PURPOSE AND NATURE OF WORK**

Single incumbent class is responsible for application and enforcement of development and zoning regulations contained within the Lafayette Development Code. Position oversees and participates in the permit review and platting of residential and commercial properties under the jurisdiction of the Lafayette Development Code, exercising discretion and technical judgement in carrying out assigned duties, but consults with the division manager on difficult or unusual cases.

Incumbent works with substantial independence using thorough knowledge of Development Division processes and applicable state and local development regulations, reports to the associated Development & Planning Manager and has supervisory responsibility for a small staff of Planners assigned to commercial and residential development review, and annexation.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Oversees and participates in the preparation and presentation of studies and reports concerning plans and projections for land use, zoning, land subdivision, including as related to Lafayette Development Code provision applicable to streets, drainage, utilities, parking, schools, parks and other capital improvement issues and areas of concern. Compiles and coordinates policy and regulatory differences amongst agencies and departments in the development process and corresponding development regulations and presents them to the division manager for address as potential amendments to the development code. Presents reports and recommendations to the planning or zoning commissions, City or Parish Councils, and several other regulatory boards, agencies, and commissions on related matters. Supervises the processing of commercial and residential building permit reviews, and interprets Lafayette Development Code in cases where the appropriate course of action is not clearly indicated. Communicates, clearly and concisely, required development processes or regulations to officials, developers, architects, engineers, other employees and the general public. Responsible for supervising staff assigned to the preparation and processing of required items for the Board of Zoning Adjustment (BOZA) and annexation.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Knowledge of and the ability to apply various principles, practices and techniques of community and urban planning, and development.

Knowledge of Geographic Information Systems (GIS).

Thorough knowledge of and the ability to apply various local and state ordinances and regulations governing land use, zoning and land subdivision

Thorough knowledge of the purpose and function of various local, state and federal agencies as they pertain to land use and capital improvement.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with elected officials, other employees and the general public.

Ability to plan, organize and supervise the work of subordinates.

Ability to express ideas clearly and concisely, orally and in writing, to groups and to individuals.

### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree in community and urban planning and substantial experience in urban planning or related work; or any equivalent combination of training and experience. Formal education in graphic arts, drafting, GIS, or cartography also desired, depending on area of assignment.