

JOB DESCRIPTION - PLANNING DIRECTOR

GENERAL PURPOSE

Under general supervision of the County Mayor, Planning Director performs professional planning functions for the orderly development, redevelopment and growth of Monroe County, Madisonville, Sweetwater, Tellico Plains and Vonore, which includes land use and redevelopment planning work.

EXAMPLE OF DUTIES

- Performs professional planning functions and acts as staff planner to the Planning Commissions and Board of Zoning Appeals of Monroe County and the four Cities in preparing meeting schedules and agendas, meeting minutes, maps, photographs and graphic materials; analyzes, processes, and formulates staff recommendations for development applications, rezoning requests, variances, appeals, site plans, conditional use applications, annexations, redevelopment projects, etc.
- Participates in public meetings and prepares and makes presentations to the Planning Commissions, Boards of Zoning Appeals, and other meetings related to development applications, historic preservation, variances, appeals, zoning amendments, etc. Ensures that accurate records are kept.
- Meets with the public, developers, surveyors, engineers, architects, realtors, other development professionals, and city officials regarding land use developments, sign requirements, variances, general planning and zoning information, and subdivision regulations.
- Participates in planning review meetings for new developments represented by various City and County departments such as building, engineering, water, sewer, electricity, police, and fire departments.
- Researches plats, boundary surveys, and records to determine compliance with adopted regulations; assist citizens in the minor subdivision and boundary survey platting process.
- Coordinates and assists as needed with the Code Enforcement officer(s) regarding zoning violations, sign permits, on-site improvements, agreements and letters of credit/bonding; inspect site improvements with regard to site plan and zoning requirements for final occupancy permits.
- Coordinates with the Cities, County, and other development agencies to resolve development problems.
- Performs related duties as assigned.
- Must perform duties and responsibilities independently.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from an accredited college or university with a Bachelor's Degree or Master's Degree (preferred) in urban planning, geography, political science, architecture, public administration, business, economics, or closely related field and three (3) years full time progressively responsible experience in urban/community planning or any equivalent combination of education and experience.

Special Requirements

Possession of a valid Tennessee Driver License.

Professional Planner (AICP) is preferred.

Use of computers and a working knowledge of Geographic Information Systems.

Willingness to attend evening meetings to meet the needs of the Community Planning Commissions.

Necessary Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices, and laws of planning, zoning, subdivision, theory, and application; considerable knowledge of government structure and operations; working knowledge of techniques of mapping and engineering and architectural plans; knowledge of research methodology and statistics; knowledge of board of zoning appeals law practice and application; basic understanding of the principals and theory of redevelopment, road planning, and economic development.

TOOLS & EQUIPMENT

Personal computer including word processing, motor vehicle, calculator, phone, copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments or construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is regularly required to sit, walk, talk, or hear and occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.