

**CITY OF JACKSON  
JOB POSTING NOTICE**

**JOB TITLE:** ASSOCIATE PLANNER  
**DEPARTMENT:** PLANNING  
**NON-EXEMPT:** YES  
**FULL TIME:** YES  
**GRADE:** F (RATE OF PAY: \$20.09)

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**JOB SUMMARY:** The person employed in this capacity will perform his/her duties under the direction and supervision of the Executive Director of Planning, Growth & Development. This person is responsible for providing paraprofessional/technical-planning functions in the Planning Department.

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**ESSENTIAL JOB FUNCTIONS:**

- Collect, organize and analyze data on social, economic, physical and other planning related areas.
  - Prepare written reports, including items such as, graphs, tables, and other illustrative materials, as assigned by the Director.
  - Assist in the presentation of plans and proposals.
  - Prepare zoning compliance as requested by the public.
  - Perform general planning activities such as answering questions posed by the general public, in person and/or by phone.
  - Checking zoning regulations and dealing with the public.
  - Perform studies related to transportation planning.
  - Coordinate transportation planning activities with other city departments and commissions, outside agencies, including regional transportation planning efforts.
  - Manage preparation of meeting packets or special materials for distribution to the MPO Technical Staff and the Executive Board.
  - Other duties as may be assigned by the Executive Director of Planning, Growth & Development.
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**TOOLS/EQUIPMENT:**

- Working knowledge of modern office machines.
  - City & County Maps
  - Computer
  - Vehicle
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**REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:**

- B.S. Degree in Urban Planning, Political Science, Public Administration, Business Administration or a related field.
  - Valid Driver's License.
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**EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:**

- Good oral and written communication skills.
  - Knowledge of planning and government policies.
  - Self-motivator
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**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 and 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 occasionally required to stand or sit; walk; 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; talk or hear.
  - The employee must occasionally lift and/or move up to 10 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.
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**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 in the field
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**PLEASE APPLY:**                      **City of Jackson, Human Resources Department**  
**127 E. Main St., Ste. 303**  
**Jackson, TN 38301**

**APPLICATIONS MAY BE COMPLETED AT: [careers.jacksontn.gov](http://careers.jacksontn.gov)**  
**EOE/M/F/V/D**