



City of Hendersonville Tennessee

Notice of employment opportunity

PLANNING DEPARTMENT

Planning Director

\$6,592/month or higher DOQ

Job Summary: This position directs the operations and activities of the Planning Department.

Minimum Qualifications

Master's Degree in City Planning (with a preferred AICP certification) OR a Bachelor's Degree in City Planning or a closely related field such as Landscape Architecture and AICP certification required. A minimum of 5 years or relevant experience in City Planning.

To apply and for all other information regarding the Planning Director recruitment, go to <http://www.hvilletn.org/planningdirector> or come by Hendersonville City Hall at 101 Maple Drive North, Hendersonville, TN 37075.

Closing date for acceptance of applications is Friday, May 5, 2017 at 4:00 PM CST.

Equal Opportunity Employer

JOB TITLE: Planning Director

PL/1

DEPARTMENT: Planning

JOB SUMMARY: This position directs the operations and activities of the Planning Department.

MAJOR DUTIES

- Directs the Senior Planner, Planner, Landscape Planner and other staff in long range planning activities including the City's community visioning process. Assists staff as needed.
- Directs and assists the Planning Staff in reviewing applications for Rezoning, Master Development Plans, Site Plans, Subdivision Plats, Conditional Use Permits and Variances and in determining compliance of the above applications with City standards including the zoning ordinance, design guidelines, subdivision regulations and comprehensive plan.
- Directs and assists the Planning Staff in preparing staff reports describing each application and its conformance with the standards and in presenting verbal reports to Planning Commission, Board of Zoning Appeals, Historic Zoning Commission and the Board of Mayor and Aldermen.
- Coordinates Development Review Meetings with Planners, City Engineers, Fire Marshall and Codes Official.
- Manages the Planning Department and its personnel including Senior Planner, Planner, Zoning Enforcement Officer, Planner/Landscape Architect, Planning Assistant and Administrative Secretary as they assist the public in interpreting and explaining City standards, application submittal requirements and other matters.
- Prepares amendments to the zoning ordinance and subdivision regulations as needed.
- Directs and assists Senior Planner in the administration of the annual CDBG Entitlement of approximately \$240,000.
- Serves on the MPO TCC and performs associated work. Participates in other regional coordination efforts such as the Greater Nashville Regional Council, Regional Transportation Authority and Cumberland Region Tomorrow.
- Assigns, directs, supervises, evaluates, and disciplines personnel; coordinates daily work activities.
- Attends various meetings; serves on committees; makes speeches and presentations; prepares agenda packets for Planning Commission and General Committee.
- Provides and disseminates information to the development community, residents, and elected or appointed officials.
- Researches and prepares annexation studies; prepares Annexation Plan of Services; prepares and presents annexation ordinances.
- Conducts research for Growth Plan; prepares plan in compliance with state law; presents plan for approval; maintains plan and makes amendments every three years.
- Develops and maintains City zoning map and text of City zoning ordinances.
- Develops and maintains subdivision regulations; maintains Land Use and Transportation Plan.
- Develops, administers, and monitors department budget.
- Prepares and submits grant proposals; administers grant awards.
- Performs other related duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of planning and zoning theories, principles, and practices.
- Knowledge of civil engineering and architectural design principles and practices.
- Knowledge of land use and planning principles and practices.
- Knowledge of the techniques and materials used in building construction.
- Knowledge of public finance and budgeting principles and practices.

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- Knowledge of City and department policies and procedures.
- Skill in management and supervision.
- Skill in directing municipal planning and zoning operations.
- Skill in reading and interpreting blueprints, maps, and aerial photographs.
- Skill in budgeting.
- Skill in operating a computer and related software and audiovisual equipment.
- Skill in public relations.
- Skill in oral and written communication.

SCOPE AND EFFECT

The purpose of this position is to oversee planning for the City of Hendersonville. Successful performance helps ensure that construction in the city meets established standards of quality and safety and sets trends for future growth.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The work is typically performed in an office while sitting at a desk or table.

SUPERVISORY CONTROLS: This position reports directly to the Mayor.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Senior Planner (1), Planning Landscape Architect (Licensed) (1), Planning Landscape Architect Unlicensed (1), Planner (1), Planning Assistant (1), and PT Administrative Secretary (1).

MINIMUM QUALIFICATIONS

- Master's Degree in City Planning (with a preferred AICP certification) OR a Bachelor's Degree in City Planning or a closely related field such as Landscape Architecture and AICP certification required.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require 5-7 years of related experience.
- Possession of or ability to readily obtain a valid Driver's License issued by the State of Tennessee for the type of vehicle or equipment operated.
- Ability to use basic computer applications.

FLSA Status: Exempt

Pay Grade: 24