



## CITY OF SPRINGFIELD

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### Administration

405 North Main Street • Springfield, Tennessee 37172 • (615) 382-2200 • FAX (615) 382-1612  
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## **EXTERNAL POSTING** **Community Development and Planning Director**

Closes On: May 1, 2024 at 07:30 AM CST  
Department: Community Development and Planning  
Job Status: Full-Time, Monday – Friday, 7:30 am – 4:30 pm  
Details: Exempt/\$36.96 - \$50.91 per hour

### **Purpose of Job**

Performs difficult and complex professional and administrative work planning, directing, and supervising the activities and operations of the planning and code enforcement functions of the city.

### **Essential Job Duties**

1. Manages the divisions of planning and construction codes and oversees all current and long-range planning, code compliance, and other development-related activities.
2. Prepares and monitors departmental budget and expenditures.
3. Provides professional community development advice; assists in the application and permitting process and serves as an advocate for responsible development in line with the Comprehensive Plan, zoning ordinances, and other policies.
4. Serves as the chief staff liaison for all activities related to the Planning Commission, Historic Zoning Commission, design review committees, Construction Board of Adjustments & Appeals, and Board of Zoning Appeals.
5. Manages the plans review and coordinates with other departments to ensure efficiency of the permitting process.
6. Consults with developers, contractors, and the public on construction and land use issues, and provides information on planning and zoning requirements.
7. Maintains zoning ordinances and subdivision regulations, and prepares amendments as needed for Planning Commission and/or Board of Mayor and Aldermen review and approval.
8. Oversees and participates in the city's comprehensive planning process involving recommendations and strategies for improvements.
9. Manages and evaluates subordinate supervisors and workers, processes employee concerns and questions, including counseling, discipline, adherence to the city's personnel policies, and reviewing employee performance appraisals.
10. Prepares applicable agenda items for the city manager and the board of mayor and aldermen.
11. Interprets and applies federal, state, and local policies, laws, and regulations.
12. Oversees code enforcement and inspection program.

### **Other Job Duties**

1. Provides for the instruction and training of personnel.
2. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
3. Assists in the maintenance and amendment of official zoning, city boundary, annexation, and land use maps.
4. Guides interactions with developers and the public.
5. Prepares requests for proposals and oversees the subsequent selection process.
6. Performs other work as required.

### **Primary Job Challenges**

1. Maintaining a comprehensive, current knowledge of all facets of community and economic development operations and applicable laws/regulations.
2. Implementing the 2044 Comprehensive Plan.
3. Leading cost-effective and timely improvements to the City's permitting and planning systems.
4. Maintaining an awareness of new trends and advances in the profession.
5. Adjusting to the diversity of planning competencies necessary to function in a small/mid-size city.
6. Maintaining a positive public image for the city and the department.

### **Equipment Operated**

1. Personal computer and/or tablet with applicable software; other standard office equipment including copier, printer, calculator, etc.
2. Basic office equipment such as a copier, printer, and scanner.
3. Audio/visual equipment and associated software.
4. An automobile and/or truck.

### **Key Competencies Required**

1. Comprehensive knowledge of principles, practices, and processes of planning, zoning, development, and historic preservation.
2. Comprehensive knowledge of current trends and best practices that impact and influence all aspects of planning, and code compliance.
3. Comprehensive knowledge of modern management practices and techniques.
4. Thorough knowledge of subdivision regulations, state codes, land use and zoning laws, Planning Commission by-laws, and City municipal codes.
5. Thorough knowledge of Microsoft Office Suite including but not limited to Word, Excel, Outlook, and PowerPoint.
6. Ability to interpret, explain, and apply complex guidelines, codes, regulations, policies, and procedures.
7. Ability to plan future growth in an efficient, effective, and progressive manner.
8. Ability to plan, assign, and coordinate the work of the department.
9. Ability to use land use plans and zoning maps.
10. Ability to express ideas clearly, concisely, and convincingly, both orally and in writing.
11. Ability to establish, communicate, and maintain effective working relationships with the city manager, elected officials, city employees, and the general public.

### **Physical Demands and Work Environment**

1. Employee will work both indoors and outdoors and will sit, stand, stoop, walk, and lift light objects (less than 25 pounds).
2. Work is generally performed in an office setting subject to frequent interruptions and site visits to various City and community facilities and active construction project sites often in inclement weather, with muddy or icy conditions.
3. May be exposed to highly stressful situations and individuals who are irate or hostile.
4. May be subject to long hours due to attendance at Board of Mayor & Aldermen and Planning Commission meetings and occasional overnight travel to conferences and training sessions as required.

### **Qualifications**

**Education and Experience:** Bachelor's Degree in planning, public administration, or related technical field. Master's degree preferred. Seven years of progressively responsible experience in public planning, development, zoning, permitting, and enforcement, including three years of management responsibility; or a combination of education and experience equivalent to the required knowledge and abilities.  
**Certifications/Licenses:** American Institute of Certified Planners (AICP) preferred. Must possess a valid Class D driver's license issued by the State of Tennessee. Must pass a drug screen and physical examination based on the essential functions of the job given by the city's designated physician.

*If you need any accommodations during the selection process because of a disability, please notify the Human Resources Department at [careers@springfieldtn.gov](mailto:careers@springfieldtn.gov) or at 615-382-2200.*