CITY OF MT. JULIET

JOB TITLE: City Planner
JOB GROUP: Planning/Zoning
FLSA: Exempt
SAFETY SENSITIVE: No

Job descriptions are intended to describe the general nature and level of work being performed by employees assigned to a job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Administer the enforcement of the City Zoning Ordinance and Subdivision Regulations; interpret and render decisions in applying various provisions to individual situations and approve applications for Certificates of Occupancy relative to compliance with the Zoning Ordinance and Subdivision Regulations. May serve as coordinator for City development boards as needed.

SUPERVISION

Supervision of the City Planner will be provided by the Development Services Director.

ESSENTIAL FUNCTIONS

- Partner with Development Services Director on research and project management.
- Attend monthly Regional Planning Commission, Board of Zoning Appeals, and Board of Commissioners meetings as required.
- Review residential, commercial, and industrial site developments and subdivisions for compliance with the planning code, comprehensive plan, zoning, and other regulations.
- Approve zoning permits as allowed by City ordinance, and issues Certificates of Occupancy in conjunction with the Chief Building Official.
- Investigate and initiate corrective measures pertaining to zoning violation complaints.
- Provide technical assistance, annual training, and interpretation of zoning ordinance and subdivision regulations to the Planning and Zoning staff and various boards.
- Provide consultation and general information to property owners regarding the zoning enforcement process; counsel property owners on appropriate processes as outlined in the zoning ordinance.
- Act as Zoning Administrator/Enforcing Officer; delegate duties as necessary.
- Independently resolve problems, facilitate solutions, and provide appropriate written and verbal communication to staff, the public, elected officials, City management, and other interested parties.
- Inspect current and completed construction sites for zoning, permitting, and planning applications to monitor progress and ensure conformance to permits, ordinances, and standards.
- Prepare correspondence, analytical documents, ordinances, staff reports, and technical documents for communication of program activities; analyze, describe, and present various planning and/or development related subjects and recommend alternatives.
- Perform other related duties as assigned.
REQUIRED EDUCATION/OR EXPERIENCE

- Bachelor's Degree in Urban/Regional planning or 4 to 5 years related experience and/or training.
- Master's Degree in City Planning preferred.

CERTIFICATIONS, LICENSES, REGISTRATIONS

- American Institute of Certified Planners Certification is preferred.
- Possession of a valid Tennessee driver's license in good standing.

KNOWLEDGE & SKILLS REQUIRED

- City and State laws, ordinances, and regulations governing city planning and zoning and public nuisances.
- Principles and practices of planning, public and personnel administration, supervision, customer service, research, and data collection as well as protocols related to public meetings.
- Knowledge of relevant specializations such as transportation and land usage.
- Construction, nuisance, environmental, and zoning codes, ordinances and development requirements as adopted.
- Possess strong computer and computer application skills (Microsoft Office suite at minimum) as well as standard office equipment (PC, copier, fax machine, calculator).

ABILITIES REQUIRED

- Coordinate the content of information presented to City Commissioners, advisory boards, and various civic groups.
- Comprehend community growth patterns, land use trends, and community needs to assist in formulating recommendations for promoting sustainable community development.
- Prepare or supervise the drafting of plans, policies, regulations, and programs related to urban planning in keeping with City Commissioners and management directives.
- Direct and advise on changes to promote compliance with City policies and regulations.
- Work with mathematical concepts such as probabilities and statistical inference, fundamentals of plane and solid geometry, trigonometry, fractions, percentages, ratios, and proportions to practical situations.
- Ability to communicate clearly and concisely both orally and in writing.
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PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

- **Sensory Requirements**: Ability to perceive and discriminate color shades, sounds, odor, depth, texture, visual cues or signals; ability to communicate clearly and concisely, both orally and in writing.
- **Physical Requirements**: Frequent sitting; occasional standing, bending, stooping, and twisting; occasional lifting and carrying of objects weighing 25-50 lbs. or negligible weight on a frequent basis.

The City of Mt. Juliet is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of the classification description by the employee assigned to the position and the immediate supervisor.

HOW TO APPLY

Please visit the City of Mt. Juliet’s website to submit your application.


Resumes and cover letter may also be sent to:

HR@mtjuliet-tn.gov