

DIRECTOR OF PLANNING, CODES, & LIFE SAFETY

Department:	Planning Codes & Life Safety	Reports to:	City Administrator
Classification:	Exempt - Grade 11	Effective Date:	March 2026

SUMMARY

The Director of Planning, Codes, and Life Safety serves under the direction of the City Administrator and is a key member of the City's senior leadership team. This position provides professional leadership, administration, and oversight of planning, zoning, codes enforcement, and life safety functions. The Director supervises Planning and Codes Department staff and coordinates activities related to development review, regulatory enforcement, and public safety compliance. This role requires the exercise of independent judgment, initiative, and decision-making in advancing the City's planning, development, regulatory, and life safety objectives.

EXAMPLES OF RESPONSIBILITY

- Provides leadership in the implementation and maintenance of the City's Comprehensive Plan, Zoning Ordinances, Subdivision Regulations, and applicable building and life safety codes/
- Oversees and manages Planning and Codes Department staff, including assignment of work, performance evaluations, training, and professional development.
- Directs the administration and enforcement of zoning, building, property maintenance, and life safety codes to ensure compliance with local, state, and federal regulations.
- Serves as the staff liaison and provides professional support to the Planning Commission and serves as Secretary to the Development Advisory Committee.
- Coordinates development review processes, including site plans, subdivisions, permits, and inspections, ensuring efficiency, consistency, and compliance.
- Identifies, pursues, and administers state and federal grant opportunities; coordinates applications, ensures compliance, and manages reporting and close-out.
- Coordinates planning and codes related activities with municipal departments, governmental entities, and community organizations.
- Supports economic development efforts by assisting organizations such as TAEDC with business recruitment, retention, and expansion initiatives.
- Develops and maintains a comprehensive database of available retail and development sites.
- Provides technical expertise on land use, zoning, building codes, and life safety regulations.
- Manages and oversees planning, codes, and life safety-related projects, including multi-year and multi-agency initiatives.
- Ensures compliance with all applicable laws, ordinances, City Charter provisions, and regulatory standards related to planning, codes enforcement, and life safety.
- Perform special project work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of planning and zoning principles, building codes, and life safety regulations, including applicable federal, state, and local laws.
- Knowledge of land use planning, economics, and statistical analysis.
- Familiarity with environmental regulations, including floodplain management and stormwater systems.
- Demonstrated skill in grant writing, administration, and public engagement.
- Strong project management skills, including the ability to manage complex, multi-year initiatives.
- Ability to communicate effectively, both verbally and in writing, including public presentations.
- Ability to establish and maintain effective working relationships with staff, elected officials, external agencies, developers, and the public. Knowledge of municipal policies, procedures, and regulatory frameworks.

- Proficiency in relevant computer systems and software, including GIS/mapping, permitting, inspection, and zoning applications.
- Valid Tennessee's Drivers License.

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- Bachelor's degree in planning, geography, construction management, public administration, or a closely related field.
- Minimum of ten (10) years of progressively responsible experience in planning, zoning, codes enforcement, or a related field, preferably in a public sector, including supervisory experience.
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

ADA REQUIREMENTS

Physical Requirements - Physical demand requirements are at levels for those of sedentary work. Must be able to lift and/or carry weights of ten to fifteen pounds and occasionally up to fifty pounds; occasional bending, kneeling, stooping, and reaching above shoulder level; manual dexterity in the use of fingers, limbs, or body to operate office equipment; may involve extended periods of sitting at a keyboard.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of sound.