

Staff Planner

Organization: Sumner County Government
Department: Development Services, Planning & Zoning
Job Type: Full Time
Salary and Benefits: \$45,000-\$60,000 DOQ, plus a comprehensive benefits package including Health/Dental & TCRS Retirement
Post Date: 07/01/2021
Closing Date: Until Filled

Interested applicants should send their resume to Josh Suddath, Director of Development Services, jsuddath@sumnercountytn.gov

Individuals selected for an interview will be required to complete a Sumner County Government Employment Application.

FLSA Status: Exempt

In order to be considered for this position, applicants must possess a valid unrestricted Tennessee driver's License

Sumner County Government is an Equal Opportunity Employer

POSITION DESCRIPTION

The purpose of this classification is to perform administrative, technical, and supervisory work associated with coordination of county planning activities. Duties and responsibilities include evaluating zoning compliance and other applications for conformity with County regulations, evaluating rezoning and zoning appeal applications, conducting technical review of subdivisions and site plans, preparing special studies and plans, assisting with long-range planning and research activities, analyzing and evaluating transportation projects, coordinating information sharing with other agencies, attending public meetings for appointed Boards and Commissions, and handling related business. This position reports directly to the Director of Development Services and is expected to work with a degree of independence and professional discretion. The position will interact on a regular basis with elected officials, internal staff, planners, landscape architects, engineers, builders, developers, residents and other stakeholders.

GENERAL CHARACTERISTICS OF A SUCCESSFUL CANDIDATE:

The job requires excellent interpersonal skills and a strong customer service focus. The nature of this position requires professionalism, discretion, strong critical thinking skills, the ability to apply logic and flexibility while accomplishing tasks and meeting goals. The individual must be able to acquire and process information quickly and accurately, recognize and appropriately handle time sensitive information, manage multiple tasks and projects simultaneously and maintain a pleasant, approachable demeanor with all internal and external contacts.

ESSENTIAL DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Receives and evaluates rezoning applications and Board of Zoning Appeals applications including variances, conditional use permits, and home occupation permits; writes staff reports; coordinates distribution of documentation to adjoining property owners, County Commissioners, Board of Zoning Appeals members, and Planning Commission members; coordinates Board of Zoning Appeals activities and conducts or assists in the conduct of Board of Zoning Appeals meetings.
- Reviews applications for building permits and certificates of zoning compliance for compliance with zoning resolutions and other pertinent regulations.
- Conducts on-site inspections for members of Zoning Appeals, Planning Commission, and Board of Commissioners for applications placed before them.
- Conducts technical review of sketch/preliminary/final plats and site plans; conducts inspections of subdivision sites for review by staff and Planning Commission members.
- Determines floodplains from Federal Emergency Management Association flood maps.
- Assists in interpreting and administering provisions of zoning resolutions, subdivision regulations, or other applicable codes/regulations; prepares amendments to subdivision regulations and zoning resolutions.
- Assists with implementation of the department's long-range planning/research functions, including strategic planning, historic resources; prepares work plans for long range planning projects, transportation planning projects, geographic information system projects.
- Performs related administrative tasks; researches legal issues concerning zoning and land use.
- Participates on various committees as appropriate; attends meetings; gathers and presents information, provides input, and responds to questions.
- Prepares reports; compiles data, makes applicable calculations, and reviews reports for accuracy; distributes reports to appropriate individuals or agencies; maintains records.
- Prepares or completes various forms, reports, correspondence, lists, permits, resolutions, charts, or other documents.
- Receives various forms, reports, correspondence, statistical data, applications, policies, procedures, codes, ordinances, resolutions, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates various equipment associated with department activities, which may include a motor vehicle, computer networking system, personal computer, printer, computer projection panel, LCD projector, overhead projector, camcorder, television, DVD, copy machine, fax machine, calculator, telephone, geographic positioning system equipment and camera, or survey level; utilizes a variety of computer operating systems, programming languages, utilities, network management, word processing, spreadsheet, database, or other programs.
- Provides assistance and information to the public regarding applications for classification, zoning appeals, zoning variances, conditional use permits, subdivisions, subdivision review, site plan review, addressing, rezoning, procedures, documentation, fees, or other issues; receives/logs permit fees and generates receipts; responds to routine questions or complaints, researches problems, and initiates problem resolution.
- Communicates with supervisor, employees, other departments, county officials, commissioners, board/committee members, government agencies, surveyors, engineers, contractors, appraisers, realtors, attorneys, applicants, property owners, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Provides direction, guidance, and assistance to administrative employees, student interns, or other workers; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.
- Maintains a comprehensive, current knowledge of applicable laws, regulations, and long range plans,

and of changes to county codes/resolutions; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate

- Attends Planning Commission meetings and assists in the formulation of staff recommendations; makes presentations as directed by the Director of Development Services;
- Attends and makes presentations at County Commission meetings as directed by the Director of Development Services;
- Meets with the public regarding various concerns;
- Works closely with municipal staff from surrounding jurisdictions in coordinating activities and service provision;
- Performs clerical tasks, including answering telephone calls, typing documents, making copies, sending and receiving faxes, filing documentation, and processing incoming/outgoing mail.
- Provides assistance to other employees or departments as needed.
- Other duties as assigned by the Director of Development Services.
- Note: The above duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

THIS POSITION REQUIRES KNOWLEDGE OF:

- General Land Use, Planning and Zoning Practices;
- Applicable laws and regulatory codes related to the zoning and subdivision of property;
- Microsoft Office software suite at the advanced level (experience with Adobe Creative Suites preferred);
- General office practices, procedures, office equipment and customer service;
- Office protocols, standard business English composition, spelling, grammar and punctuation; and
- Standards of business communication and correspondence.

THIS POSITION REQUIRES THE ABILITY TO:

- Understand, interpret and explain complex technical and regulatory documents to laypersons;
- Express oneself clearly and concisely, orally and in writing, to groups and individuals;
- Establish and maintain an effective working relationship with subordinates, contractors, engineers, the general public, and elected officials;
- Be available to work hours as needed or as necessary, including attending meetings scheduled after normal working hours;
- Discern sensitive interpersonal situations, learn style differences and respond accordingly;
- Prioritize competing deadlines and be able to anticipate and plan for changes in daily workload while balancing routine duties;
- Cultivate and maintain positive working relationships with employees within the department, and across County Government generally;
- Adopt and incorporate new and emerging technologies into daily work responsibilities;
- Develop or improve processes and systems to increase efficiency.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Urban Planning, Regional Planning, Geoscience, or closely related field; supplemented by two years previous experience involving planning, zoning, site plan review, geographic information systems management,; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- OR a Master's degree Urban Planning, Regional Planning, Geoscience, or closely related field.
- Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) and heavy weight (up to 70 pounds with assistance). Tasks require the ability to traverse rough, ungraded terrain across significant distances. Tasks require situational awareness and the ability to perceive and physically avoid heavy construction vehicles and equipment on jobsites.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally. Some tasks require the ability to tolerate strong smells and loud noises.

Environmental Factors: Essential functions are regularly performed with exposure to adverse environmental

conditions, including heat, cold, rain and frozen precipitation. Employee must be able to work out of doors in all weather on rough, ungraded terrain.

Sumner County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County 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 this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date