City of Portland, TN

Job Opportunity – Planning and Codes Director – Full-time

The City of Portland, is accepting applications for the full-time position of Planning and Codes Director. The position is open for the next 90 days or until filled.

The employee is under the general direction of the mayor and is responsible for the oversight and overall management of the Planning and Codes Department. Competitive compensation package with full benefits including vacation, sick days, paid holidays; health, dental, vision, life/AD&D, TCRS retirement and supplemental, voluntary benefits.

Qualifications: Bachelor’s degree or equivalent from an accredited college/university in planning, geography, geology, urban studies, public administration, or similar discipline necessary to understand the principles and practices of municipal planning. 2+ years of experience in a municipal, county or state planning environment; certification through American Institute of Certified Planners, and/or State Fire Marshall five, and certifications in mechanical and plumbing within one (1) ear of employment; certification as a building inspector; current certification in Plans Review as issued by the International Code Council; and a valid driver’s license.

DUTIES:

• Plans general operations of the department;
• Develops complex comprehensive plans for the community;
• Develops strategies, which promote economic and community development and efficient land use consistent with community goals;
• Evaluates the adequacy of community facilities in meeting current and projected needs;
• Recommends, prioritizes, and schedules plans to meet specific needs and shorter-term objectives outlined in the long-range plan;
• Identifies community problems and opportunities that could be mitigated through community planning;
• Oversees property maintenance code and compliance;
• Meets with developers, builders, and property owners to discuss proposed projects and explain the development process;
• Researches new developments/trends and changes to the zoning ordinances and subdivision regulations, and reports findings to the Mayor, appropriate committee, and Board of Aldermen through study sessions;
• Prepares and coordinates with consultants preparing major studies for the city including the Comprehensive Plan, Small Area Plans, and other special studies and serves as the City’s representative on various local and regional boards.

Required KNOWLEDGE, SKILLS & ABILITIES:

• Comprehensive knowledge of the principles, practices, methods, techniques, tools and equipment used in planning and codes administration;
• Good knowledge of the principles and practices of supervision and management;
• Knowledge of mathematical calculations with the ability to understand engineering plans, including ability to calculate flows, tangents, and elevations
• Ability to properly assign, train, supervise, develop, and evaluate staff and their work;
• Ability to effectively communicate with citizens, developers, property owners, other city staffs, boards, and committees;
• Ability to effectively use a computer and appropriate programs including but not limited to word processing, GIS and presentation programs;

To apply?: Obtain and complete an application (from the receptionist at Portland City Hall, Monday through Friday, 8 AM to 4:30 PM) or by clicking this link: City of Portland Application. Completed applications and resume must be returned to City Hall Receptionist; faxed to 615-325-1481 or mailed to the address below. The position will be open 90 days or until filled.

Portland City Hall
Attn: Human Resources
100 South Russell Street
Portland, Tennessee 37148

Post-offer/pre-employment background screen, drug test and physical required.

The City of Portland is an equal opportunity employer.