



The City of Millington

Announces the Following Position

Position: CITY PLANNER

Compensation: Salaried \$57,785.10 to \$83,788.40

Hours: Monday through Friday

Annual Benefits: Two Weeks Paid Vacation, Twelve Days Paid Sick Leave, Eleven Paid Holidays, Defined Benefit Pension Plan, Health Insurance and Life Insurance with 65% paid by City, and other optional insurance products.

POSITION SUMMARY:

The City of Millington is seeking a City Planner to develop planning programs, and perform tasks related to developmental land use and zoning, regulatory enforcement, and data management and research. The City Planner assists in administering and enforcing the City's development regulations, zoning regulations, and municipal code, including provision of information and processing permits and approvals related to said regulations. Assignments are in the form of general results to be obtained and staff meetings to discuss objectives, with the employee responsible for determining the appropriate course of action based on knowledge of the comprehensive planning and zoning process. The exercise of discretion and independent judgment is regularly required. This is a professional position where advanced learning is required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field, and three years' experience in municipal planning or related activity, or any equivalent combination of education and experience.

KNOWLEDGE:

- The content of modern land use and development regulations including but not limited to zoning code standards, site plan review, subdivision requirements, sign requirements, wetland and habitat area requirements, annexations;
- The zoning code enforcement process including data gathering and interpretation, analysis of zoning code requirements, writing a report, and making presentations;
- The general principles and practices of current and long-range urban planning and their interrelationships; background in transportation corridor planning a plus.

ABILITY TO:

- Research socio-economic data and write clear and easy to understand reports;
- Make oral presentations before small and large groups;
- Serve as a group facilitator to generate ideas and reach consensus;
- Deal with people in stressful situations in a diplomatic and tactful manner;
- Seek compliance with zoning codes;
- Administer land use and environmental regulations;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Establish and maintain effective relationships with supervisor, city staff, community groups, university staff, other planning organizations, and people in the community;
- Utilize computers and related software to accomplish job functions;
- Record and maintain confidential information;
- Physically perform the essential functions of the job;
- Obtain and maintain a valid driver's license and a safe driving record.

To be considered for employment you must submit the City of Millington Job Application while a position posting is open. Applications may be submitted online at <http://www.millingtontn.gov> or in person at the Personnel Office located at 7930 Nelson Road. The City of Millington is an Equal Opportunity Employer.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR OR TESTING.

Open: June 25, 2024

Closes: Until filled