

## **Town of Nolensville, Tennessee Planning Director**

The Town of Nolensville, Tennessee (pop. 16,836) is looking for a Planning Director to lead our dynamic Planning Department. In this key role, you will guide the current and long-term planning efforts that promote the Town's vibrant growth and development. You'll serve as the chief planner and lead a small staff responsible for day-to-day operations of the Planning Department in shaping the future growth and development of Nolensville.

### **Key Responsibilities:**

- Manage the review of complex development projects including master plans, mixed use, commercial, and residential.
- Interpret and administer provisions of the Town's Zoning Ordinance as related to development plans, site plan reviews, rezonings, and other planning issues and makes appropriate recommendations.
- Serves as Planning Department staff liaison to Board of Commissioners, Planning Commission, Board of Zoning Appeals, and Historic Zoning Commission including processing of applications and oversight of preparing meeting agendas and providing presentations to various boards and commissions. Attendance at evening meetings will be required.
- Meets with public, developers and design professionals, and others to review planning, zoning, subdivision and other land development regulations and requirements of the Town.
- Prepares and administers department's annual budget and workplan and oversees consultant contracts and services as required.
- Leads and manages major planning and other department projects including performing research and analysis; preparing amendments to land development regulations and comprehensive plan, and other duties consistent with role and function of job description (see URL Link for job description).
- Supervise work of Planning Department staff including annual performance review.

### **Who Should Apply:**

- A planning professional that is creative and eager to lead current and long-term planning efforts with a focus on the sustainable success of the Town.
- Experienced planner with thorough knowledge and experience in land use regulations and procedures affecting planning, zoning, principles and practices of local government planning, economic development, community planning, and public engagement.
- An individual with excellent management ability, independence, organizational skills, creativity and ability to solve complex problems, superior interpersonal and workflow management skills, ability to administer comprehensive work program, and the ability to cooperate and establish effective working relationships with diverse stakeholders.

### **What We Offer:**

- The opportunity to lead a team that's at the heart of our Town's future growth and development.
- A supportive environment where your skills and contributions are valued.
- Competitive compensation commensurate with education and experience.
- Comprehensive benefits package that includes health, dental, vision, life insurance, short- and long-term disability, vacation, holidays, and participation in TCRS.

**Minimum Requirements:**

The successful candidate shall have a minimum of seven (7) years of progressively responsible urban planning experience in multiple areas of practice including land development regulations, urban design, plan review, and comprehensive planning, or any combination of experience and training, which provides the equivalent scope of knowledge, skills, and ability to perform required roles and responsibilities. A master's degree preferred, however, a bachelor's degree from an accredited college or university in urban or regional planning, urban design, or related field will be accepted. AICP certification desirable. Proficiency in Microsoft and Adobe preferred. Must possess or be able to obtain a valid TN driver's license with no restrictions upon employment.

**How to Apply:**

URL: [https://www.nolensvilletn.gov/employment\\_/index.php](https://www.nolensvilletn.gov/employment_/index.php)

All candidates MUST submit a completed application to the Town of Nolensville to be considered for an open position. Qualified applicants should submit a completed application to the Town of Nolensville, Attn: Misti Duenez, 7218 Nolensville Road, Nolensville, TN 37135 or email to [mduenez@nolensvilletn.gov](mailto:mduenez@nolensvilletn.gov). This position will remain open until filled.