

MEMORANDUM

DATE: April 24, 2025
TO: All Interested Individuals
FROM: Personnel Department
SUBJECT: **ANNOUNCEMENT of POSITION VACANCY**
POSITION: SENIOR PLANNER/PLANNER

Senior Planner - Pay Range \$76,793.60 - \$103,667.20 annually, DOQ

The position performs advanced land use planning and project coordination duties managing long-range planning projects, drafting new or revised ordinances, providing communities participating in the program with current and long-range land use planning and performing current planning efforts. This position also provides grant management and performs extensive project management.

Required Education, Experience, Licensing, and Certifications

- Master's Degree in planning or closely-related field preferred and five (5) years' experience in urban planning or closely related community development activity.
- American Institute of Certified Planners (AICP) Certification required.

Essential Functions – Senior Planner

- Maintains and administers Zoning Ordinances and subdivision regulations including staff recommendations on rezoning requests, field assessments and ordinance amendments.
- Oversees Grant program and strategy development, and writes, approves and submits grant proposals.
- Maintains and administers comprehensive plan including data collection and public input facilitation, and ensures plan is updated and consistent with current land use regulations.
- Administers Grant funds, awards funds to recipients, and writes memos, resolutions and modifications to contracts, as appropriate.
- Interprets Grant contracts and oversees project management which includes documentation, payment requests, accounting for funds, evaluation, report preparation, and supplying information to auditors.
- Serves as liaison to various Boards and Commissions, including Planning Commission, Board of Zoning Appeals, Greenways Oak Ridge, and to various City departments.
- Responsible for staff recommendations, field assessments, presentations to Boards and Commissions and record keeping for meetings.
- Interprets zoning and development regulations.
- Reviews subdivision plats and site plans for conformance with Subdivision Regulations and Zoning Ordinances.
- Collects, complies and analyzes data and factual materials in order to prepare studies regarding land use, and zoning, land development and annexation requests.
- Interacts and educates the general public on City, County, and State planning, zoning and development regulations, rules and statutes.
- Responds to citizen inquiries and confers with outside consultants in establishing policies.
- Updates land use database which identifies parcels, zoning, land use, home occupations, Board of Zoning Appeals requests, Planning Commission action and other relevant land use information.
- Review and approve various applications, including home occupations, certificates of occupancy, and zoning and compliance permits.

Planner - Pay Range \$59,862.40 - \$80,808.00 annually, DOQ

The position performs entry-level professional planning work involving researching and developing assigned urban planning projects, assisting in the research and development of major plans and projects, and participating in the processing of zoning requests.

Required Education, Experience, Licensing, and Certifications

- Bachelor's Degree in Planning and three (3) years' experience or Master's Degree and one (1) in urban planning or closely related community development activity.
- Previous experience in urban planning or closely related community development activity preferred.

Essential Functions – Planner

- Gathers and analyzes data, develops plans, and prepares technical reports and materials for presentation.
- Interprets planning concepts and provides technical recommendations regarding the development and implementation of planning elements and projects.
- Interprets zoning and development regulations.
- Provides information and advice to the public regarding subdivision of land, dedications, abandonments, zoning, and other land use and control regulations, processes rezoning requests and participates in code enforcement.
- Reviews subdivision plats and site plans for conformance with Subdivision Regulations and Zoning Ordinances.
- Collects, complies and analyzes data and factual materials in order to prepare studies regarding land use, zoning, land development and annexation requests.
- Produces detailed plans for key sub-areas of the community, including area plans, activity center plans, neighborhood plans, and other urban planning projects.
- Prepares documentation on zoning code violations for investigation.
- Performs special studies, such as cost benefit, marketability, special site analysis, and in- depth research projects of various kinds.
- Updates land use database which identifies parcels, zoning, land use, home occupations, Board of Zoning Appeals requests, Planning Commission action and other relevant land use information.
- Reviews and approves various applications which include home occupations, certificates of occupancy, and zoning and compliance permits.

Individuals interested in this position must apply online **before 12:00 noon, Thursday, May 22, 2025**. To apply, please visit our website, <https://www.oakridgetn.gov/386/Job-Openings>.

THE CITY OF OAK RIDGE IS AN EQUAL OPPORTUNITY EMPLOYER, INCLUDING THE DISABLED