



CITY OF LOUDON
2480 Highway 72 N
Loudon, Tennessee 37774

The City of Loudon is seeking a highly motivated and qualified **Planner**. This position which reports directly to the City Engineer will be responsible for providing planning consulting and administrative services for the Loudon Regional Planning Commission, City Officials and Staff, and citizens at large. The position should be considered a public service, to assist the public with applications and basic planning related inquiries. The position is responsible for working with planning, zoning, subdivision and general development, site plan review, transportation planning, customer service, and related recommendations, records and reports.

Duties include:

- Assist with basic planning related inquiries and applications, and provide information and guidance to public officials, developers and their associates, or citizens at large.
- Process applications to the Loudon Regional Planning Commission, Board of Zoning Appeals, and Historic Zoning Commission
- Organize Pre-Application meetings and coordinate with applicants and their representatives through the review process.
- Coordinate applications review with relevant Loudon City/Utilities staff and agencies.
- Review applications for conformance to relevant zoning ordinance, subdivision regulation, and other rules and policies.
- Review and prepare recommendations on Site Plans, Preliminary and Final Subdivision Plats, Zoning Amendments, requests to the Board of Zoning Appeals, etc.
- Originate or participate in studies for amendments of zoning and development regulations, economic development programs, historic preservation activities, and other planning related tasks, i.e., demographic studies, etc.
- Maintain and update long range plans for land use, transportation, public facilities, capital budgets and similar policies as needed.
- Participate in maintenance of the official zoning map of Loudon, management of City GIS and related mapping systems, and data management functions.
- Maintain department files and plans in accordance with Tennessee and the City of Loudon records management practices, policies and procedures.
- Assist City staff with resolution of property related issues and complaints.
- Complete special projects and perform other duties as assigned.

The ideal candidate will have a Master's degree in city or regional planning from a Planning Accreditation Board (PAB) accredited program, be American Institute of Certified Planners (AICP) certified or a candidate for AICP, and have at least one year of experience.

Other combinations of education and experience will be considered as follows:

- Bachelors in Planning from a PAB accredited program, AICP candidate, and minimum of two years of experience.
- Related degree¹, AICP candidate, and a minimum of four years of experience.

¹ Related degrees include: architecture, landscape architecture, civil engineering, political science, public administration, geography, or sociology.

The City of Loudon desires an energetic individual with a passion for excellent performance that can work well with coworkers and members of the public in a professional and courteous manner. The City provides a competitive salary and a comprehensive benefits package that includes healthcare plans, paid time off, paid holidays and retirement.

Qualified Applicants may send resumes (in WORD format) to:

jobs3@cityofloudontn.org

Resumes must be submitted by **November 1, 2024**