



City of Germantown Planner I/Planner II

SALARY	\$26.25 - \$34.41 Hourly \$54,605.41 - \$71,570.51 Annually	LOCATION	City Hall, TN
JOB TYPE	Full Time	DEPARTMENT	Economic & Community Development
OPENING DATE	11/05/2024		

The City of Germantown is an Equal Opportunity Employer committed to an alcohol/drug-free workplace and to providing equal opportunities regardless of race, sex, color, religion, national origin, age or disability.

ORGANIZATIONAL ACCOUNTABILITY:

City of Germantown public servants exist, first and foremost, to protect and enhance the quality of life of those we serve; every position on the Germantown team has a shared responsibility and accountability to fulfill this purpose. Through the constant alignment of individual actions, behaviors and performance with our organization’s values system, Germantown public servants demonstrate a steadfast commitment to our greater mission of *Excellence. Every day.* The expectation for senior leaders is to model *The Germantown Way* at all times for those they influence and interact with daily.

Description

PLANNER I

GENERAL DEFINITION OF WORK:

Under general supervision, perform full range of professional planning work involving research, analysis and technical assistance on development projects. Responsibilities may vary by assignment to include project management, land-use application review, staff support to various boards, commissions and committees, data research, analysis, and evaluation, and presentation of written and/or oral reports. May be assigned to one of more planning specializations, such as smart growth, economic development, long-range planning, land use, and neighborhood preservation and revitalization.

PLANNER II

GENERAL DEFINITION OF WORK:

Under direction, perform the more complex and difficult assignments involved in conducting current and long range planning activities and special studies for the City. Responsibilities may vary by assignment to include project management, development plan review, staff support to various boards and commissions, research and analysis, and report preparation and presentation. Serve as advisor and resource to City commissions and other departments and may oversee the work of lower level planning staff to ensure compliance with applicable codes and permitting requirements.

Examples of Duties

ESSENTIAL JOB FUNCTIONS:

1. Review applications for rezoning, subdivision, signage, variances and other property related issues. Check plans for accuracy, completeness and compliance with city codes and the overall visual character of the City.

2. Serve as project manager, overseeing and monitoring planning projects through all phases from application filing date to the construction completion date including evaluating plans, drafting contracts, collection of fees and coordinating with all stakeholders.
3. Provide staff support to a variety of commissions, boards, committees and groups; attend meetings, prepare agendas, memorandums and staff reports, and make presentation on routine development matters as required.
4. Collect and compile a variety of data and information from different sources relative to planning assignment, and establish and maintain a comprehensive database of information relating to assigned functional area.
5. Analyze physical, social and economic aspects of the city. Based on analysis, assist in identifying goals for projects, long-term plans or economic initiatives and develop strategies by which these goals can be reached.
6. Integrate research and help synthesize results by writing report sections and utilizing GIS and visual technologies to prepare maps, charts and other graphics for presentations.
7. Perform customer service activities within the office, including evaluating permit applications, locating maps and ordinances for citizens and developers and responding to questions.
8. Provide information and assistance to developers, property owners and the public regarding ordinances, regulations, standards, policies and procedures related to the submission of plans, processing of applications and implementation requirements. Advise developers on corrections needed and recommend alternatives to facilitate plan approval.
9. Make presentations and represent the City to businesses, neighborhood groups, and civic organizations, promoting City's resources and interest in the City's development/redevelopment plans.
10. Perform field duties including site inspections, taking surveys, talking with citizens and business owners and observing physical situations.
11. Confer with planners, engineers, developers, architects, outside agencies and other city staff to acquire information and coordinate planning issues to ensure development projects are in compliance with City ordinances, development standards of various departments, and policy direction of the Planning Commission.
12. Establish positive working relationships with representatives of community organizations, state/local agencies and associations, city management and staff, and the general public.
13. Coordinate collection of census data as required.

OTHER JOB FUNCTIONS:

1. Perform related tasks as required

Qualifications**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles and practices of municipal and urban planning.
- Knowledge of research methodology and of standard statistical procedures.
- Knowledge of federal, state, and city laws, codes, ordinances, regulations and standards pertaining to municipal planning and development.
- General knowledge of technologies and software required in the preparation of maps, charts, sketches and graphics.
- Skill in communicating in writing and/or in person on a one-on-one basis and before groups to a wide variety of audiences for the purpose of influencing, motivating and convincing.
- Ability to establish and maintain effective working relationships.
- Ability to handle multiple projects and priorities.
- Ability to work independently and to plan and organize projects.
- Ability to coordinate efforts of other personnel in the collection and analysis of data.
- Ability to assemble information and make written reports and documents in a concise, clear and effective manner.
- Physical ability to perform essential job duties.

Requirements

PLANNER I

EDUCATION AND EXPERIENCE: College degree in Urban Planning, public administration or related field, and two years of urban planning experience, or any combination of education, training, and experience providing the knowledge, skills, and abilities necessary to perform essential job functions. Experience working with databases and GIS strongly desired.

PLANNER II

EDUCATION AND EXPERIENCE: College degree in Urban Planning, public administration or related field, and three years of urban planning experience, or any combination of education, training, and experience providing the knowledge, skills, and abilities necessary to perform essential job functions. Experience working with databases and GIS strongly desired.

PLANNER I/PLANNER II

WORKING CONDITIONS: Majority of work takes place in an office environment. Some outside work is required to perform site inspections. Work is not considered inherently dangerous but care must be taken when inspecting project sites. Work requires some exertion such as climbing, walking over rough surfaces and loose materials. Traveling is often required to attend meetings and conferences and to perform site visits. Evening hours required to attend meetings.

SPECIAL REQUIREMENTS: Valid Driver's License. AICP, CNU-A preferred.

Agency

City of Germantown

Address

1930 S. Germantown Road

Germantown, Tennessee, 38138

Phone

901-757-7250

Website

<http://www.germantown-tn.gov>

Planner I/Planner II Supplemental Questionnaire

***QUESTION 1**

Why do you want to work as a Planner specifically with the City of Germantown?

***QUESTION 2**

The City of Germantown's motto is "Excellence. Every Day." How would your work at the city embody this motto?

* Required Question