

Planner I

Nashville/Davidson County is seeking individuals to join our team. Music City was ranked No. 5 on the "U.S. Regions To Watch In 2014" list published on Forbes.com, and named one of Travel and Leisure's Best Places to Travel in 2014 and one of The New York Times' 52 Places to Go in 2014. It is an exciting time to be a part of a team that is shaping Nashville's future.

The Planning Commission is currently overhauling its approach to capital planning. This position will assist in developing Nashville's annual six-year Capital Improvements Budget, as well as creating and implementing a revised capital planning process. This includes data entry and administering the program through scheduling and hosting meetings, correspondence with Metro departments and the public, and preparing materials related to capital plans. The ideal candidate will be attentive to detail in entering, reviewing, and assessing capital projects for effectiveness and alignment with community goals.

This position will assist departments in identifying capital needs and developing master plans. The ideal candidate will work cooperatively with departments to identify how to align department needs with broader community goals.

This position will review, develop, and summarize reports on implementing capital projects to demonstrate progress in achieving community goals. The ideal candidate will review capital status reports and be able to create engaging written, mapped, and visual summaries to report progress.

As needed, this position will participate in other Planning Department activities, such as review of site plans or plan amendments.

Education and certification requirements: Master's degree in Planning, Public Administration, Business Administration, or a related field, with exposure to the public sector or a capital planning field or Bachelor's degree in the same fields with two years of professional experience in the public sector or a capital planning field. Should have knowledge of planning and budgeting principles, such as cost benefit analysis. Should have knowledge of public capital systems, such as transportation systems, water and wastewater systems, and public facilities. Should have experience with spreadsheets, databases, geographic information systems, and publishing software. Must have the ability to gather data, analyze facts, think critically and make accurate decisions, communicate effectively, and establish good working relationships with government officials and other related entities. This position is a contract position (non-civil service). Salary is \$56,239.71.

Qualified applicants should send letter of interest and resume to:

Greg Claxton
Metro Nashville Planning Department
800 Second Avenue South
P.O. Box 196300
Nashville, TN 37219-6300
or

E-mail to: Gregory.Claxton@nashville.gov
(No Phone Calls Please)

The Planning Department does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed or disability in admission to, access to, or operations of its programs, services, or activities. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other employment practices because of non-merit factors shall be prohibited. For ADA inquiries, contact Josie Bass, ADA Compliance Coordinator, at (615) 862-7150 or e-mail her at josie.bass@nashville.gov. For Title VI inquiries, contact Human Relations at (615) 880-3370. For all employment-related inquiries, contact Human Resources at (615) 862-6640.