

Metro Nashville/Davidson County Planning Department Planner 1 – Community Plans – Job Description

The Nashville Planning Department seeks a Planner 1 staff member to join its Community Plans Division. The Planner 1 will provide vision, guidance and technical expertise to lead and implement community planning efforts for a wide variety of rural, suburban and urban settings in Nashville/Davidson County with an emphasis on sustainable planning with a county-wide and regional perspective.

The Planner 1 will balance various interests regarding land use and long-range planning through engaging a diverse community of stakeholders and applying best planning principles. Nashville continues to experience fast-paced growth pressures, and much of that growth will occur in centers, along corridors, and in emerging residential areas with limited growth in established residential areas. As such, the Planner 1 must be able to consider and explain a wide array of complex factors in creating plans, such as demographic changes, the need for a variety of housing types in a neighborhood, and the demand for alternate modes of transportation besides vehicles. The position allows the right candidate to hone their planning, communication and leadership skills.

Qualifications - The ideal candidate:

- demonstrates innovative thinking in planning for sustainable communities on a neighborhood, corridor, community and county-wide scale;
- demonstrates knowledge of the principles, best practices, and trends in community and urban planning;
- possesses the ability, in partnership with fellow staff, to conduct studies, analyze findings, determine trends and provide recommendations for a wide range of land use, development and preservation issues including demographics, economic development practices and programs, redevelopment of existing sites, etc.;
- possesses competency in compiling and analyzing data pertaining to the characteristics of Nashville;
- possesses the ability to interpret federal, state, and local regulations and ordinances;
- possesses strong written and oral communications skills and is able to communicate with a wide variety of stakeholders, conveying complex planning concepts and recommendations in a clear, compelling manner including aptitude in presenting technical and statistical data to laypersons;
- possesses ability to address complex issues and competing interests;
- can successfully lead planning projects including managing the timeline, staffing and overall quality of the research, community outreach, recommendation and creation of final products; and
- is familiar with New Urbanist principles and the ways in which those principles add to the choices, character and quality of the natural and built environment.

Additional consideration will be given to candidates who possess:

- skills and experience regarding multi-modal transportation planning and the interrelationships among land use, urban design, and transportation.

Responsibilities -

- engaging stakeholders in creating future planning documents;
- educating stakeholder groups on sustainable development and planning decisions affecting their community;
- responding to residents, business owners, institutional representatives, investors, developers, elected officials and the media on planning-related issues;
- coordinating planning efforts of Metro departments as well as regional and state government;
- meeting with applicants prior to submittal of proposals to discuss their consistency with community plan policies and consulting with other Planning staff about the issues involved in development proposals;
- managing amendments and updates to community plans;
- assisting in various best practices research; and
- various administrative duties including:
 - Writing letters and preparing reports and graphic displays;
 - Processing the paperwork associated with various planning activities;

- Preparing items for the Metropolitan Planning Commission and Metro Council;
- Making presentations to the Planning Commission;
- Planning or assisting with strategic planning for the Community Plans Division;
- Attending public or internal technical meetings; and
- Speaking to the public.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Master's Degree in planning or a closely related field from an accredited college or university, *or* a Bachelor's Degree in planning or a closely related field, plus a minimum of two (2) years of planning experience. This position is classified as a Planner 1 and will be filled as a contract position (non-civil service). Salary: \$56,239.71/year. Excellent health, dental and retirement benefits.

COMPUTER EXPERTISE

- MS Office tools, required
- ArcMap and GIS, required
- Illustrator, Adobe Acrobat, Photoshop, In Design, preferred

CONTACT AND APPLICATION INFORMATION

Applications will be reviewed as received. To be assured of consideration, your application should be received before September 1, 2016.

Submit a cover letter, resume, and portfolio of work samples preferably via email, or by USPS to the address below. There is no separate application to be filed. No phone inquiries please.

Marty.sewell@nashville.gov

or

Marty Sewell
Metro Planning Department
800 2nd Avenue South
P.O. Box 196300
Nashville, TN 37219-6300



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 josie.bass@nashville.gov. For Title VI inquiries, contact Melody Fowler-Green, executive director of Human Relations at (615) 880-3374. For all employment-related inquiries, call 862-6640. Please see the Metro Planning Commission website at <http://www.nashville.gov/Planning-Department.aspx> for the most up-to-date version of this statement.