

Nashville/Davidson County Planning Department: Community Planning and Engagement Manager (Planning Manager 1)

The Nashville/Davidson County Planning Department seeks a Planning Manager 1 to lead a staff of five planners in its Community Planning and Engagement Division. This group of professionals completed the NashvilleNext General Plan update in June 2015, which received the Daniel Burnham Award in 2016 for Comprehensive Plans from the American Planning Association.

Position Description

The Metropolitan Planning Department of Nashville and Davidson County is a progressive public planning agency committed to sustainable development and quality urban design. The department seeks a creative and experienced public planning manager to lead its Community Planning and Engagement division. This manager directs the work of professional employees within the Long Range Planning section of the department. The Long Range Planning division consists of three divisions, including Transportation, Design Studio and Community Plans and Engagement. The Planning Manager 1 will provide vision, guidance and technical expertise to lead and implement community plan updates and an increased public engagement process throughout the city. Nashville/Davidson County includes a wide variety of rural, suburban and urban settings with an emphasis on sustainable planning with a regional perspective.

Nashville is experiencing fast-paced growth pressures, where much of that growth is occurring in centers, along corridors, and in emerging residential areas. As such, the Planning Manager 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 multimodal transportation infrastructure. This position will also work to find new strategies for engaging the community in a thoughtful and meaningful way.

The successful candidate will demonstrate a history of effective leadership in a lively, interactive, and sometimes contentious environment. Primary responsibilities are as follows:

- **Manage the professional performance of the Community Plans staff and oversee the timely completion of a progressive and ambitious Community Plans work program.** The work program includes periodic updates of the General Plan and regular updates of 14 Community Plans; refining planning policies; processing and advising on proposed plan amendments. Principal work products are developed through extensive collaboration with other agencies of Metropolitan Government, extensive communication with Metropolitan councilmembers, and extensive and highly accessible citizen involvement opportunities. Published plans must reflect an advanced level of design through layout, graphics, and accessibility to the general public.
- **Participate as a member of the senior management team** of the Metropolitan Planning Department to achieve department-wide goals. Reports to the Long Range Planning Manager (currently vacant), and to the Deputy Director and Executive Director of the Planning Department.

- **Perform the administrative tasks of supervision** including, but not limited to, collection and analysis of performance management data to achieve department results, administration of timely employee performance evaluations, promotion of employee professional development, and formulation as needed of process and work flow improvements. Specific duties of this position include, but are not limited to the following:
 1. Develop capacity in the professional staff, through coaching and teaching by example, in the following skills: project management, group facilitation, negotiating, managing conflict in large group settings, presenting complex information clearly and persuasively, and synthesizing community preferences with professional best practices.
 2. Provide professional leadership to further the seamless integration of land use and transportation planning.
 3. Attend community meetings and Planning Commission meetings during the evening hours.
 4. Prepare studies, conduct research, prepare and make presentations.
 5. Keep Planning Deputy Director and Executive Director apprised of staff activities, emerging community and Metro Council conflict, and work program status.

All work must be performed under minimal supervision.

The successful candidate will have proven proficiency in project management, delegation and distribution of work load, facilitation, negotiation, and persuasive presentation of unfamiliar planning principles to lay audiences. Experience in the practical application and integration of traditional planning with new urbanist principles in real-life settings is preferred. Effective hands-on management of planning projects through the public involvement and approval processes is required. The successful candidate should also have demonstrated success facilitating general agreement among citizens, landowners, and elected official with differing visions and objectives.

Professional mastery of the following is expected:

- Principles of community planning, including effective engagement strategies
- Extensive understanding of land planning
- Integration of land use and transportation planning in a unified planning product

A working knowledge of basic office software (MSWord, Excel, Access, Powerpoint) is required, as is an understanding of the capabilities of GIS.

Qualifications:

Master's degree in city and regional planning, public administration, transportation or a directly related field plus 4 years of planning experience, 2 years which should be in a supervisory role, or Bachelor's degree in city planning or a related field plus 8 years of planning experience; 2 years in a supervisory role preferred. Experience in a mid to large-sized city is preferred. Possession of AICP is also preferred.

This Planning Manager 1 position will be filled as a contract position (non-civil service) with an *annual salary range of up to \$90,000 depending on qualifications* along with excellent health, dental and retirement benefits.

Persons qualified for this position should submit letter of interest and resumé, **by August 21, 2020**, by mail or email to:

**Bob Leeman, AICP
Deputy Director
Metro Planning Department
of Nashville and Davidson County
800 Second Avenue South
Nashville, TN 37210**

Or

E-Mail: Bob.Leeman@Nashville.gov

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply. 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.