



## Planning Director

**JOB TITLE**

Planning Director

**GRADE**

13

**DEPARTMENT**

Planning

**JOB PURPOSE:**

This is very responsible work coordinating the future orderly growth and development of the City of Gatlinburg.

**ESSENTIAL FUNCTIONS:**

Activities associated with the job include performs the functions of City Planner, assembling and analyzing social, economic and other data required to develop a comprehensive approach for land use and development, assisting with project development and management for long and short range plans and reviewing and analyzing zoning requests, site plans and subdivision proposals to ensure compliance with existing codes and land use plans. Additional activities include overseeing mapping and GIS programs, developing recommendations on planning and development issues, interpreting governing regulations, attending meetings and making presentations and maintaining all records and documentation pertaining to prior and current land utilization practices for the city of Gatlinburg. Job responsibilities require experience working for a planning commission or performing planning activities for a municipality, strong organizational, interpersonal, analytical and decision making skills, ability to make effective presentations and sufficient strength and agility to perform the field work associated with the job.

**QUALIFICATIONS:**

Graduation from an accredited four year college or university with a B.A. (B.S.) Degree in Planning, Civil Engineering, or closely related field (Master Degree preferred); experience working for a Planning Commission or Planning Department for a governmental entity; excellent organizational, interpersonal, analytical and decision making skills; strong mathematical and communication skills; extensive knowledge of municipal codes and state and federal regulations regarding land use and environmental issues

**SPECIAL REQUIREMENTS:**

Possession of a valid Tennessee Driver's license and the ability to be insured at standard vehicle liability rates.

Preferred that Incumbents have the American Institute of Certified Planner (AICP) certification.

Preferred that Incumbents are Fellows of the American Institute of Certified Planners (FAICP).

The current starting pay for a Planning Director is \$81,600.00. Salaries may be adjusted above starting pay based on experience, education and/or certifications.  
A post-offer drug screen, background and physical are required.  
Applications accepted until the position is filled.

**Applications are available at City Hall, 1230 East Parkway, Gatlinburg or online at [www.gatlinburgtn.gov](http://www.gatlinburgtn.gov).**

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.

**Please see the attached job description.**