

NOTICE OF JOB VACANCY

POSITION: Planner I

DATE OF POSTING: 4/27/15 **DATE OF CLOSING:** 5/5/15 or until filled

DESCRIPTION OF POSITION: Assists the Planning Manager with Planning activities for the City of Lebanon. This is an exempt position.

MINIMUM QUALIFICATIONS

Bachelor's degree from accredited college or university in City/Regional Planning, Urban Planning, Urban Geography or related field. Plus a minimum two years relevant work experience required. Will consider Master's Degree from an accredited college or university in City/Regional Planning, Urban Planning, Urban Geography or related field plus a minimum 6 months relevant work experience. Special consideration may be given to those candidates with AICP or CNU-A certification.

Must have a valid Tennessee Driver's License and successfully pass motor vehicle records check with no major violations. Successful report from pre-employment fitness for duty physical examination. ****All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.****

HOW TO APPLY FOR THIS POSITION

Please submit a completed employment application plus a detailed resume and cover letter to Helen.Brown@lebanontn.org. You may also fax your application, resume and cover letter to Human Resources at 615-443-2844.

The blank employment application form is available for download on the City of Lebanon website at <http://www.lebanontn.org/images/global/departments/personnel/application.pdf>

If you are a City of Lebanon employee, meet the minimum qualifications and desire promotional consideration for this position, contact the Human Resources office for assistance in completing an application.

The City of Lebanon does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of employment opportunities and benefits. Inquiries concerning Title VII, Section 504, and the Americans With Disabilities Act of 1990 should be directed to Sylvia Reichle, Human Resources Director, at Sylvia.Reichle@lebanontn.org or by phone at (615) 443-2809. Charges of violations of the above policy should also be directed to Mrs. Reichle.

"Individuals needing auxiliary aids for effective communication and/or other reasonable accommodation contact the ADA Compliance Coordinator by calling 443-2809."

Sylvia Reichle, SPHR, SHRM-SCP
Human Resources Director
City of Lebanon

PLANNER I

GENERAL DEFINITION OF WORK

Assists the Planning Director with Planning activities for the City of Lebanon.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Meet with applicants about development proposals.

Provide customer service to developer representatives or property owners for proposed projects on development requirements for various city departments.

Review and process all site plan, annexation, subdivision plat and rezoning applications consistent with regulations.

Update annexation boundary changes.

Prepare amendments to the Zoning Ordinance and Subdivision Regulations.

Assists in developing Comprehensive Plans and programs.

Compile and analyze data sources as needed for long and short range planning tasks for the City of Lebanon.

Program leader in the Planning Department responsible for GIS and socio-economic analysis under direction of the Planning Director.

Integrate cutting edge planning and GIS technology into the city's program.

Make presentations to the Planning Commission, Board of Zoning Appeals, City Council and other elected and appointed boards and commissions as necessary. Respond to customer service requests.

Work to better integrate GIS-based solutions into the planning program.

Application development for editing, mapping and analyzing data in Arc Macro Language.

Provide technical support of the GIS system and graphics production.

Collect, verify and input data to the GIS system.

Query and manipulate data using computer software.

Assist in a variety of projects such as updating demographic information, creating maps and charts, and producing informational publications.

Collect, analyze and interpret demographic data that is needed for the long and short range planning for the City of Lebanon.

Proficiency in application of GIS and mapping to planning processes.

Assist with other planning activities and support other city departments as directed by the Planning Director.

Install signs at property sites.

Some local travel within city limits is required.

Other duties as assigned.

QUALIFICATIONS REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree from accredited college or university in City/Regional Planning, Urban Planning, Urban Geography or related field. Plus a minimum two years relevant work experience required. Will consider Master's Degree from an accredited college or university in City/Regional Planning, Urban Planning, Urban Geography or related field plus a minimum 6 months relevant work experience. Special consideration may be given to those candidates with AICP or CNU-A certification.

Experience in planning, engineering or other related field and experience with various GIS related computer hardware and software, is desirable.

Must have a valid Tennessee Driver's License and successfully pass motor vehicle records check with no major violations.

LANGUAGE SKILLS

Ability to read, analyze, and interpret necessary computer related reports and documents. Ability to write reports and specifications for publication that conform to prescribed style and format. Ability to effectively present information to various boards, committees and groups.

MATHEMATICAL SKILLS

Ability to calculate figures.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Knowledge of related computer hardware and software (GIS, MS Office, etc.) Ability to establish and maintain an effective working relationship with the public and other employees. Ability to deal with the public with tact and diplomacy.

SPECIAL REQUIREMENTS

This job may require attendance at the City Council meeting, Planning Commission, Board of Zoning Appeals and other special meetings as directed by Planning Manager.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee often uses hands and fingers to manipulate measuring devices, or read job data sheets. Specific vision abilities required by this job include the ability to adjust focus and ability to read small blueprint materials.

EQUIPMENT/JOB LOCATION

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Duties are primarily performed in the office environment. Employee utilizes general office equipment including fax machine, copy machine, computer and calculator. While performing the duties of this job, the employee may occasionally work in outside weather conditions and is occasionally exposed to cold, hot, wet and/or humid conditions.

The noise level in the work environment is usually moderate.

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