



THOMPSON'S STATION MUNICIPAL GOVERNMENT

Job Description

Job Title: Community Development Planner
Pay Grade: 9 range \$84,039 - \$95,082

Position Summary: The Community Development Planner has the responsibility for: implementing planning policies and community development programs for the Town; collecting and analyzing data for the purpose of preparing reports on land use and zoning; works with Town stakeholders on a variety of community development initiatives; educates the public on Town, County, and State planning, zoning, development regulations, and rules; assists in comprehensive planning for parkland and trails within the Town; administers, monitors, and conducts the Town's grants; and attends regular and special meetings and makes recommendations to the Planning Commission, Board of Zoning Appeals, Parks and Recreation Advisory Board, and Board of Mayor and Aldermen (BOMA).

Minimum Qualifications and Required Knowledge, Skills and Abilities:

Education: Bachelor's Degree in Planning, Public Administration, Environmental Science, or related field.

Requirements: Knowledge of land use planning, zoning, subdivision regulations, and comprehensive planning.

Experience: Four (4) years of professional government experience.

License/Certification: Possession of, or ability to obtain, an appropriate valid driver's license. AICP Certified or AICP Candidate preferred.

Reports Directly to: Community Development Director

Review Responsibility: Community Development Director

Essential Duties and Tasks:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Current Planning

- Coordinate, review, and process all administrative, Planning Commission, and Board of Zoning Appeals applications.

- Conduct site reviews and inspections to ensure compliance with adopted Land Development Ordinance and other applicable municipal codes and ordinances.
- Meet with design professionals, owners, and contractors to review development plans and proposals.
- Prepare, maintain, and organize all Staff Reports and records for all Agenda items. Represent Staff Reports at Planning Commission, Board of Zoning Appeals, and BOMA meetings, as required.
- Coordinate, process, and issue permits for Land Development, Temporary Uses, Driveways, ROW, and others, as specified by Town regulations.
- Primary Staff support for the Planning Commission and Board of Zoning Appeals.

Zoning Enforcement

- Monitor and/or conduct ongoing observation of the municipality for Town Code and Land Development Ordinance compliance.
- Enforce zoning codes by explanation, mediation, penalty and, if necessary, legal action
- Investigate complaints and perform inspections related to any complaints vested in the Land Development Ordinance
- Monitor, catalog, and process Land Development Ordinance compliance complaints.
- Issue notices to correct code violations, issue "Stop Work" notices, Notices of Violation, and testify in court regarding violations.

Community Development

- Coordinate and review Park Master Plan consistency within proposed developments.
- Work collaboratively with Town Staff on park projects and initiatives, as directed by the Town Administrator / Community Development Director.
- Provide Staff support to the Parks and Recreation Advisory Board, as needed.
- Research, compile, and produce the annual Community Development Report
- Produce studies, spearhead initiatives, and/or lead projects related to community development within Thompson's Station, as directed by the Town Administrator / Community Development Director.

Grant Administration

- Conducts research to identify, apply for, administer, supervise, coordinate, and monitor federal, state, and local grants or loans in accordance with applicable standards, regulations, and guidelines.
- Interacts with federal, state, and local agencies to ensure that grant projects comply with program guidelines for expenditure, funding, and accountability.
- Investigates, researches, and analyzes legislation relating to federal, state, and local grant programs.
- Obtains access to new legislation relating to current and future programs.
- Works in close conjunction with Town department directors to determine programs which could be funded through grants.
- Prepares grant applications and proposals for submittal, including writing, reviewing, and editing grant applications and proposals.
- Coordinates and participates in Town and other governmental meetings related to grant needs and applications.
- Prepares monthly reports on funded and non-funded project status.
- Maintains and verifies payment records, reviews invoices and records receipts.
- Coordinates with engineers and contractors to ensure timely completion of grants/loans.
- Assist in setting short and long-range goals for the department relating to financial and informational data processing needs and technology.
- Provides answers to inquiries from the general public, department administrators, Town employees, or other individuals requesting assistance; Performs related duties as required.

Interact Effectively with Diverse Community Members

- Assist and advise design professionals, contractors, property owners, and the general public in matters relating to all aspects of community development (planning, zoning, parks, environmental, etc)

- Communicates effectively with the public and development community orally and in writing.
- Seek innovative solutions to problems while assuring code compliance.
- Provide information and Staff support to the Parks and Recreation Advisory Board, the Board of Zoning Appeals, the Planning Commission, the Board of Mayor and Alderman, and any other Town boards that may be created.
- Participate in and attend meetings of various committees and task forces, as assigned.

Interact Effectively with Town Employees and Other Duties as Assigned

- Facilitates and works within a "team oriented" environment, being an effective team member.
- Support other Town Staff in the development and implementation of goals, objectives, policies, or priorities.
- Assist Community Development Director and/or Town Administrator in other related projects, as assigned.
- Handles confidential information with tact and discretion.

Physical Requirements and Work Environment:

Work is performed mostly in office settings. Some outdoor work is required in the inspection/field visits of various land-uses, parks, and/or construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of the job, the employee is frequently required to: talk; hear; sit; use hands to manipulate, handle, feel, and/or operate objects tools, or controls; and reach with arms and hands. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet in the office and moderate in the field.

Reports to: Community Development Director

FLSA: Exempt

Rev 4-10-25

This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.