

Class Title: Director of Planning & Zoning
Position Location: Dickson County Tennessee (Dickson, TN)
Department: Planning & Zoning
Reports to: Dickson County Mayor
Anticipated Start Date: January 2, 2019

Summary:

Dickson County Tennessee is seeking a Director for the Planning & Zoning Department. This is a salary position with county benefits.

Position Information:

Summary: The P&Z director oversees the day to day operations of the Planning & Zoning functions and the staff that provides the services to the department. Regularly works with other committees, councils, agencies, departments and offices to serve the needs of the citizens of Dickson County.

Key Responsibilities:

- Plans, directs and coordinates county operations in comprehensive planning, zoning, code administration, construction permitting and enforcement of local building and zoning regulations as well as administrative and operational support.
- Presents rezoning requests to the Dickson County Commission, as well as the Dickson County Board of Zoning Appeals; provides technical support to the Dickson County Planning Commission.
- Meets with public and private officials to address public concerns; meets with the general public, informing them on building and safety codes as set forth in the Dickson County Subdivision regulations, Dickson County Zoning Resolution and Building Codes.
- Develops and implements policies and procedures upon Board and Committee actions and public demands; directs implementation of changes to the code, ordinances and regulation; publishes information pertaining to zoning and building policies.
- Issues building permits, accepts and oversees deposits and monies for the Planning and Zoning Office and State of TN Ground Water Protection Office.
- Supervises staff of professional, technical, administrative and clerical employees conducting various field and office operations on a daily basis. Hires, disciplines and promotes subordinates, authorizes leave and sick time and evaluates employees.
- Provides technical and administrative support to a variety of community councils, boards and committees; represents the department at meetings of the Dickson County Commission, Board of Zoning Appeals, Dickson County Planning Commission and the Board of Adjustments and Appeals.
- Exercises extensive independent judgment in advising the public and professionals in the building codes and zoning compliance.
- Meets with land use and building construction professionals to preview project plans, subdivisions and resolve issues pertaining to zoning and building regulations as well as meeting with State of TN departments concerning these matters.

- Provides professional managerial knowledge in organizing and directing planning, development and regulatory activities.

Candidate Requirements:

- Must have a High School Diploma (or its equivalent)
- A minimum of 10 years experience (or its equivalent) as an architect, engineer, inspector, coordinator or superintendent of construction, or any combination of these; five years of this experience must have afforded opportunities to be responsible for and in charge of work
- Designated as a Certified Building Inspector required (or must be certified by the State of Tennessee as a Certified Building Inspector within one year)
- Must have a current Tennessee Driver's License
- Technical computer skills

Dickson County Tennessee is seeking a highly motivated individual to direct the planning and zoning department and all the duties that come with this position.

Salary: \$51,830 – \$57,013

To Apply:

Please email your cover letter and resume to Star Moore, Chief Deputy to the Mayor at smoore@dicksoncountyttn.gov by November 13, 4:00 pm CST.

Dickson County Tennessee does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.