



County Planner (Full-time/Exempt)

Position Summary

The County Planner performs advanced planning and zoning work involving short- and long-range planning, comprehensive development, subdivisions, and land-use projects. This role requires a broad understanding of planning principles and related disciplines and serves as a key contact for public engagement and interdepartmental coordination. The position supports Roane County's land use goals while maintaining compliance with applicable regulations.

Salary Range: \$72,000-\$80,000

Qualifications

- Minimum of two (2) years of professional planning experience.
- AICP Certification preferred.
- Equivalent combinations of education and experience will be considered.
- Strong working knowledge of planning and zoning principles, as well as familiarity with related fields such as civil engineering.
- Knowledge of applicable federal, state, and local planning and zoning laws.
- Ability to read and interpret technical documents, site plans, and development proposals.
- Excellent written and verbal communication skills.
- Strong organizational and analytical skills.
- Proficiency in Microsoft Office and planning software systems.

Essential Duties and Responsibilities

- Review zoning applications, subdivision plans, and development proposals for compliance with applicable codes and planning principles.
- Prepare and present staff reports and recommendations to the Planning Commission and Board of Zoning Appeals.
- Conduct planning and zoning studies; analyze statistical data related to population, land use, and growth trends.
- Collaborate with engineers, developers, attorneys, and members of the public on planning issues.
- Recommend revisions to zoning policies and procedures to enhance efficiency and compliance.
- Coordinate interdepartmental staff review and lead developer meetings to address planning issues.



- Assist with preparation and maintenance of the County's Long-Range Strategic Plan.
- Serve as a liaison to municipal officials and partner agencies as needed.
- Perform other duties as assigned.

Working Conditions & Physical Demands

- Work is primarily office-based but includes regular visits to construction sites and county facilities.
- Must be able to sit or use a computer for extended periods.
- Requires the ability to review detailed documents and communicate clearly and effectively.
- Must be able to walk on uneven terrain, climb stairs, and occasionally lift up to 20 pounds.
- A valid driver's license and ability to travel within the county are required.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Benefits

- Comprehensive health, dental, vision and life insurance coverage
- Generous paid sick leave, vacation leave, bereavement leave, and paid holidays
- Optional benefits available at reasonable rates
- TCRS retirement plan
- 401(k)

Roane County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Roane County complies with ADA regulations as applicable

Application Instructions

To apply, please send your resume to jennifer.suter@roanecountyttn.gov.

Applications will be reviewed on an ongoing basis.