

CITY OF TUPELO, MS

CITY PLANNER SEARCH

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Tupelo, MS City Planner Job Description

Summary

The City Planner is responsible for overseeing the planning activities in the City of Tupelo. These activities include administration of the City's long-range plan and subsequent planning and zoning functions. The City Planner will work with the City administration to set department priorities, oversee updating the City's comprehensive plan, implementing and managing long-range projects, implementing the comprehensive plan, aiding with economic development, developing and implementing strategies of overlay districts, administer zoning policy, assist with design review, and oversee code enforcement. The City Planner will have unique opportunities to work on projects in neighborhood redevelopment, recreational asset development, bike & pedestrian infrastructure, and downtown/urban redevelopment.

Primary Responsibilities

- Manage good customer relations in the administration of planning and zoning matters. Contact with the public is extensive and involves communication of complex information often requiring tact and diplomacy.
- Develop long-term work program for the department. Assists the Director in the preparation of the annual department budget to be presented to the Mayor and City Council.
- Manages budgetary items satisfactorily.
- Supervision of planning staff.
- Supervision of day-to-day zoning, subdivision, and all other land use permit activities. Reviews (or delegates to staff) all departmental reports and presentations.
- Directs the efforts of periodic comprehensive plan updates, ordinance and resolution preparation, preparation of program and project plans.
- Responsible for short and long-range decisions in comprehensive and current land use planning and code administration.
- Informs the Mayor and Council of upcoming events and impacts affecting City land use practices and policies.
- Serves as the principal technical planning representative for the City Planning Committee, City Council, the Tupelo Redevelopment Authority, the Major Thoroughfare Committee, and the Design Review Committee.
- Evaluates planning-related legislation and applicability to the city and departmental functions.
- Possesses a familiarity with applicable city planning laws, statutes, and ordinances.
- Coordinate and oversee departmental consultants.
- Incorporates updates into the Development Code.
- Familiarity with Geographic Information Systems is desirable.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Oversees work of Zoning Administrator in managing review of zoning actions and permit applications.

QUALIFICATION REQUIREMENTS:

Each essential duty must be satisfactorily performed. Reasonable accommodations which do not create an undue hardship on the employer may be made to enable individuals with disabilities to perform the necessary functions satisfactorily.

EDUCATION AND/OR EXPERIENCE:

A high school diploma or equivalent is required. A bachelor's degree in Urban Planning, Architecture, Landscape Architecture, Building Construction Science, Public Administration or related field is preferred, plus five years' experience in city or county planning. A combination of education and work experience will be considered on an equal basis.

LANGUAGE SKILLS:

Ability to read and interpret codes and regulations and to explain them to members of the general public. Ability to prepare clear and precise reports on technical matters. Ability to use basic computer word processing programs. Ability to make effective presentations to committees or other groups.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations including addition, subtraction, multiplication, division, and percentages.

REASONING ABILITY:

Ability to work independently of direct supervision. Must regularly make important decisions exercising technical judgment. Must be able to maintain effective working relationships with the development industry and the general public while exercising regulatory functions.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

Must possess a valid Mississippi Driver's License and a Social Security number. Non-U.S. citizens must have appropriate Immigration documents. Ability to comply with City of Tupelo drug/alcohol policy. Ability to obtain a satisfactory criminal background check. American Institute of Certified Planners status preferred.

PHYSICAL DEMANDS

The following physical demands are representative of those that the employee must meet to successfully perform this job. Reasonable accommodations which do not create an undue burden on the employer may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is routinely required to talk, hear, sit, walk, and stand. Employee will be occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.
- Specific vision abilities required include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Employee must be able to occasionally lift up to thirty (30) pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee may make site visits to construction sites and areas near moving mechanical parts, fumes, or airborne particles, and vibrations from equipment. May be required to work in adverse weather conditions. May encounter loud noises such as jack hammers or large earth moving equipment. May work inside at computer terminal.

WE TREAT OUR CANDIDATES AND CLIENTS WITH THE HIGHEST LEVEL OF RESPECT AND ANY INFORMATION RECEIVED WILL REMAIN CONFIDENTIAL. IF YOU HAVE ANY QUESTIONS, ARE INTERESTED IN THIS POSITION, OR WOULD LIKE TO MAKE A RECOMMENDATION PLEASE CONTACT THE PACE GROUP.

WANDA SULLIVAN / VICE PRESIDENT

662.401.1337 | wanda@thepacegroup.com

ANTHONY MICHELIC / PRESIDENT

817.915.4156 | anthony@thepacegroup.com