**Job Description:** Planning and Zoning Director

**Location:** Hickman County, Tennessee

**Department:** Planning and Zoning Department

**Reports to:** County Mayor

**Position Summary:**

The Planning and Zoning Director is responsible for overseeing and managing the comprehensive land use planning and zoning functions for Hickman County. This includes developing, implementing, and enforcing policies and regulations related to land use, zoning, subdivision development, and building codes to ensure the county’s growth aligns with the community’s goals and sustainable development practices. The director will work closely with various government stakeholders, and the public to foster balanced development that preserves the county’s natural resources, rural character, and quality of life.

**Key Responsibilities:**

1. **Planning and Development**

* Lead the development and update of Hickman County’s Comprehensive Plan to guide future growth, land use, infrastructure, and economic development.
* Evaluate land use proposals, subdivision plans, and rezoning requests, providing recommendations to the Planning Commission and Board of Zoning Appeals.
* Coordinate with state and local agencies to ensure compliance with applicable laws and regulations.

1. **Policy and Regulatory Management**

* Develop, implement, and enforce zoning regulations, land use policies, subdivision ordinances, and building codes.
* Prepare and present zoning amendments, ordinances, and policies to the Planning Commission and the County Mayor.
* Conduct periodic reviews of zoning and land use policies to ensure alignment with the county’s evolving needs and state law requirements.

1. **Community Engagement**

* Serve as a point of contact for residential, developers, and businesses on zoning and planning matters.
* Organize and conduct public meetings, hearings, and workshops to educate and engage the community on land use planning, zoning changes, and development proposals.
* Respond to inquiries, complaints, and feedback from citizens and stakeholders, providing timely and accurate information.

1. **Administrative and Supervisory Duties**

* Manage and supervise the Planning and Zoning Department staff, including hiring, training, and evaluating employees.
* Oversee departmental budgets, ensuring cost-effective use of resources and compliance with county financial policies.
* Prepare reports, maps, and data analysis for the Planning Commission, Board of Zoning Appeals, and County Mayor.

1. **Strategic Collaboration**

* Collaborate with other county departments, regional planning agencies, and state offices to support economic development and infrastructure planning.
* Develop partnerships with local, regional, and state agencies to address planning challenges, such as affordable housing, environmental conservation, and transportation improvements.

**Qualifications:**

* **Education:** Bachelor’s degree required preferably in Urban Planning, Public Administration, or a related field. Master’s degree would be a plus.
* **Experience:** Minimum of five (5) years in experience in urban or regional planning, zoning, or a related field, with at least two (2) years in a supervisory role.
* **Certification:** AICP (American Planning Association) certification is preferred but not required.

**Knowledge, Skills, and Abilities:**

* Thorough knowledge of planning principles, zoning laws, and land use regulations.
* Strong analytical, problem-solving, and organizational skills.
* Excellent communication and interpersonal skills, with the ability to present complex information to a diverse audience.
* Proficiency in GIS (Geographic Information System), planning software, and other related technology is a plus.

**Working Conditions:**

* This position is primarily office-based, with frequent travel within the county for site inspections, public meetings, and community outreach events.
* Evening and weekend work may be required for public meetings or emergencies.

**Salary and Benefits:**

* Competitive salary commensurate with experience, and competitive to like counties.
* Benefits include health insurance, retirement plan, paid time off, and other benefits in line with Hickman County policies.

Application Process:

To apply, please submit a cover letter, resume, and three (3) professional references to the Hickman County Mayors Office at [mayor@hickmancountytn.gov](mailto:mayor@hickmancountytn.gov) by **April 25, 2025 at 12:00 p.m.** Qualified candidates will be contacted for an interview.

This job description provides an overview of the duties and responsibilities of the Planning and Zoning Director role. It is not intended to be exhaustive or all-inclusive and may be adjusted as necessary by the County Mayor’s Office.

**Hickman County is an equal opportunity employer and encourages applications from all qualified individuals.**