



CITY OF Belle Meade TENNESSEE

CITY OF BELLE MEADE - PLANNING DIRECTOR

The City of Belle Meade is a residential community of approximately 3,000 residents within an area of 3.1 square miles, located within the Metro Nashville/Davidson County metropolitan boundaries in middle Tennessee. Incorporated since 1938, the name Belle Meade means beautiful meadow and it is a community rich in natural beauty, with rolling hills, mature trees, and adjacent to Warner Parks and Cheekwood Botanical Gardens and Museum of Art just outside the city limits. The City has always been a residential city with no commercial or retail properties, except for a historic site, country club, and three churches. For more information, see our city website www.citybellemeade.org.

The City of Belle Meade is seeking qualified applicants for the position of Planning Director with proven knowledge of land use principles, zoning administration, long-range community planning and public policy. Candidates must have experience in technical writing and residential site plan reviews. Excellent written and verbal communication skills, the ability to plan, organize, and coordinate all aspects of the development review process. The ability to meet deadlines, manage conflict, and deliver all manner of reviews in a timely manner are imperative to the success of the position. Prior experience and education in historic preservation and development of design guidelines or overlay districts is preferred. A working knowledge of stormwater compliance with MS4 permitting and floodplain management are preferred. The Planning Director will act as a staff liaison and support the Municipal Planning Commission, Board of Building Code Appeals (BBCA), Board of Zoning Appeals, and Historic Zoning Commission.

Candidates must have a Bachelor's degree in planning, architecture, landscape architecture, public administration, or related fields. A Master's degree and AICP certification is preferred. A candidates' combination of education and experience will be considered. A minimum of seven (7) years of related experience in municipal planning and zoning administration is required; with a preference for candidates with at least three (3) years of supervisory or management experience. Candidates should provide documentation of any specialized or related training or certifications. The Planning Director must possess, or obtain within one year from date of hire, all certifications and training required for the position, including completion of the Tennessee Erosion Prevention and Sediment Control (EPSC) Level I certification.

Salary will be dependent upon qualifications; currently starting compensation may range from \$68,000 - \$75,000. However, the City is awaiting the results of an updated Employee Compensation Study that will establish new salary ranges for all positions (anticipated for adoption July 1, 2023). The City has excellent employee medical and retirement benefits with a 401k matching program and tuition reimbursement program for those working towards advanced degrees in job related fields.

A copy of the job description and benefit information is available upon request. Send resume and cover letter to: City Manager, City of Belle Meade, 4705 Harding Road, Nashville, TN 37205, or jmoody@citybellemeade.org. References will not be contacted until a mutual interest has been established. EOE. Applications will be accepted until the position is filled.