



**CITY OF PIGEON FORGE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**ASSISTANT CITY PLANNER**

The City of Pigeon Forge Community Development Department is accepting applications for a **Full-Time Assistant City Planner, Starting Pay: \$54,516.80/yr – Salary Exempt position.** The city offers a highly competitive compensation and benefit package.

**Job Description:** This is responsible work assisting with the coordination of the future orderly growth and development of the City of Pigeon Forge. Activities associated with the job include, but are not limited to:

- Assisting with assembling and analyzing social, economic and other data required to develop a comprehensive approach for land use and development
- Assisting with project development and management for long and short range plans and reviewing and analyzing zoning requests site plans and subdivision proposals to ensure compliance with existing codes and land use plans
- Assisting with the update of the city's master plan, assisting with mapping and GIS programs, developing recommendations on planning and development issues
- Interpreting governing regulations, attending meetings, conducting field inspections for zoning compliance, and assisting with the maintenance of all records and documentation pertaining to prior and current land utilization practices for the City of Pigeon Forge

**Minimum Qualifications:** Graduation from an accredited four year college or university with a B.A. (B.S.) Degree in Planning, Civil Engineering, or closely related field; a minimum of two years' experience working for a Planning Commission or Planning Department for a governmental entity; strong organizational, interpersonal, analytical and decision making skills; good mathematical and communication skills; considerable knowledge of municipal codes and state and federal regulations regarding land use and environmental issues; valid driver's license.

**How to Apply:** Interested candidates should submit an application/ resume, cover letter and list of references to: Human Resources Department, City of Pigeon Forge, P.O. Box 1350, Pigeon Forge, TN 37868. Applications can be completed online at <http://cityofpigeonforge.com/human-resources.aspx>. Paper applications may be picked up at City of Pigeon Forge Community Development Department, 3211 Rena Street, Pigeon Forge, TN. **Closing Date: 8/22/2022**

The City of Pigeon Forge is an Equal Opportunity Employer and considers applicants for all positions, including those that are federal or state sponsored, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City is committed to complying with both Titles VI and VII of the *Civil Rights Act of 1964 (42 U.S.C. 2000d)*. The City is a Drug-Free Workplace, and all applicants are subject to a background check, baseline physical, driving history check, and drug testing in accordance with City policy.