



## CHATHAM COUNTY-SAVANNAH METROPOLITAN PLANNING COMMISSION

The Chatham County – Savannah Metropolitan Planning Commission (MPC) is seeking qualified applicants for the position listed below.

**Director of Comprehensive Planning and Special Projects:** The position will be responsible for maintaining the City and County Comprehensive Plans, developing neighborhood and community and related environmental planning studies. Will work closely with a multi-disciplinary staff. This position includes supervisory responsibilities. Applicants must possess good analytical writing skills; problem-solving, critical thinking, effective communication; must be capable of working effectively with the community and partner organizations. Has strong technical skills in the planning field and understands and demonstrates enthusiasm to continually update job knowledge regarding city planning, urban design, land use regulations, and environmental planning. Must have the ability to plan, direct and evaluate the work of others.

Performs other related duties as assigned.

Email resume and cover letter to: Executive Director, Chatham County-Savannah Metropolitan Planning Commission, email: [wilsonm@thempc.org](mailto:wilsonm@thempc.org) with the following subject line: Director of Comprehensive Planning and Special Projects. Open until filled with first review of applications on **February 19, 2019**. Please provide salary history with submitted resume.

### **Minimum Qualifications**

Bachelor's degree in Urban Planning, Landscape Architecture or related discipline (Master's degree preferred) from an accredited program with minimum of seven (7) years of increasingly responsible professional level work experience. Two (2) years of this experience must include managing professional staff, coordinating a public sector programs in comprehensive planning, area planning and land use planning.

Background investigation, including supervised drug screen, verification of education, certifications, and licenses required prior to employment.

### **Additional Information**

Knowledge of city ordinances, regulations, policies, and procedures.  
Knowledge of state and federal planning and environmental laws.  
Knowledge of state and federal grants management and regulations.  
Knowledge of environmental and sustainable design.  
Skill in negotiating and administering contracts.  
Skill in preparing and presenting reports and information.  
Skill in management and supervision.  
Skill in prioritizing and organizing work.  
Skill in operating a computer and conducting online research.  
Skill in public and interpersonal relations.  
Skill in oral and written communication.

**MPC IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H**