The Hopkinsville-Christian County Planning Commission, dba Community and Development Services (CDS) is seeking qualified Planners to fill several vacancies. Hopkinsville, Christian County, Kentucky is a community of approximately 32,000 residents in the City and over 78,000 residents in the County. Located in Western Kentucky, Christian County is the home of the 101st Airborne Division at Fort Campbell, Kentucky which is located on the Tennessee/Kentucky state line. Only a twenty five (25) minute drive to Lake Barkley and a little over an hour from Nashville, Tennessee, Hopkinsville offers a wide variety of opportunities for individuals wanting a career in Community Development and/or Planning. Community and Development Services is a diverse organization responsible for Planning, Community Development, Code Enforcement, Downtown Revitalization, GIS, Stormwater Management, etc. Staffing levels range from 18-22. CDS has vacancies for the following positions:

1. **Community Development Planner II**

**Summary Description:**

Under the supervision of the Management Services Coordinator performs a variety of duties in support of the operation and implementation of the community’s federal, state, and regional grant programs to ensure compliance with the specific guidelines and requirements of the pertinent grant program and to oversee and monitor plans and grant projects to ensure compliance.

**Duties Include:**

•Interprets and applies applicable state, county and local codes, ordinances and regulations.

•Initiates actions necessary to implement grant programs.

•Assists with updates and maintenance of plans and regulations.

•Conducts review and oversight of various grantprograms and coordinates funding to the

appropriate funding authority.

•Conducts extensive research in specific or general project areas.

•Creates and maintains geographic information systems database metadata or

datadictionary to support the Community’s grant efforts.

•Writes and presents formal and technical reports, working projects, correspondence, and

grant applications.

•Identifies community problems, issues, and opportunities in particular neighborhoods that

could be migrated through better community planning.

•Develops long range plans for addressing developmental issues.

•Develops strategies to promote economic and community development or efficient land

use consistent with community goals.

•Evaluates adequacy of community facilities in meeting current and projected needs.

•Recommends priorities, schedules, and funding sources to implement public improvement

plans.

•Writes, or assists in writing, a variety of ordinances and regulations relating to development

controls.

•Attends substantial number of evening and weekend meetings.

•Performs related duties as required.

**EDUCATION AND EXPERIENCE GUIDELINES:**

**The Position Requires:**

1. A Masters Degree in Planning, Public Administration, Community Development or related

field with at least three (3) years of experience in Planning or Community Development.

2. A Bachelors Degree in Planning, Public Administration, Community Development, or

related field, with at least five (5) years of experience in Planning or Community

Development.

3. A High School Degree with at least ten (10) years of experience in Planning or Community

Development.

4. The acquiring of an AICP certification within five (5) years of employment.

Starting salary range is $40,000 to $50,000 with competitive fringe benefits.

1. **Community Development Planner I**

**Summary Description:**

Under the supervision of the Management Services Coordinator performs a variety of duties in support of the operations and implementation of the community’s federal, state, and regional grant programs to ensure compliance with the specific guidelines and requirements of the pertinent grant program and to oversee and monitor plans and grant projects to ensure compliance.

**Duties include:**

•Interprets and applies applicable state, county and local codes, ordinances and regulations.

•Initiates actions necessary to implement grant programs.

•Assists with updates and maintenance of plans and regulations.

•Conducts review and oversight of various grant programs and coordinates funding to the

appropriate funding authority.

•Conducts extensive research in specific or general project areas.

•Creates and maintains geographic information systems database metadata or

Data dictionary to support the Community’s grant efforts.

•Writes and presents formal and technical reports, working projects, and correspondence,

and grant applications.

•Identifies community problems, issues, and opportunities in particular neighborhoods that

could be migrated through better community planning.

•Develops long range plans for addressing developmental issues.

•Develops strategies to promote economic and community development or efficient land

use consistent with community goals.

•Evaluates adequacy of community facilities in meeting current and projected needs.

•Recommends priorities, schedules, and funding sources to implement public improvement

plans.

•Writes, or assists in writing, a variety of ordinances and regulations relating to development

controls.

•Attends substantial number of evening and weekend meetings.

•Performs related duties as required.

**The Position Requires:**

1. A Bachelors Degree in Planning, Public Administration, Community Development, or

related field, with no experience.

2. A High School Degree with at least three (3) years of experience in Planning or

Community Development.

Starting salary range is $30,000 to $40,000 with competitive fringe benefits.

Interested applicants should apply by submitting a Letter of Interest, resume and three (3) letters of reference on or before July 16, 2021 addressed to Community and Development Services, P.O. Box 1125, Hopkinsville, KY 42241, and designate the position which is being sought or email: [cgreen@comdev-services.com](mailto:cgreen@comdev-services.com) M/F EEO