

MEMORANDUM

TO: Classified Ad
FROM: Don Kellerman
DATE: 09/09/2020

Please publish the following help wanted ad in two (2) Sunday and two (2) Wednesday editions of the Chattanooga Times / Free Press and post online for fourteen (14) days. Please print in single column small print ad, in the Professional section. Please invoice:

Account #2395671
CARCOG/SETDD
P. O. Box 4757
Chattanooga, TN 37405-0757

**Southeast Tennessee Development District
Department of Community & Economic Development
Regional Planner**

The Southeast Tennessee Development District located in Chattanooga; Tennessee has an opening for the position of Regional Planner. This entry-level position will work in advising local communities on matters related to land use planning primarily through zoning and subdivision regulations. The position will also work with communities in the development of short- and long-range plans. Other duties include assisting communities in a wide variety of activities including, but not limited to, grant writing, project administration, the National Flood Insurance Program, annexations, and urban growth. Attendance at evening meetings is required.

The ideal candidate should have a bachelor's degree in planning, public administration, political science, geography, or a closely related field. A master's degree in one of the aforementioned areas is preferred. Some professional experience in land use planning is also preferred.

Resumes & cover letters must be received by Wednesday, September 30, 2020 and should be sent to:

dkellerman@sedev.org

or

P.O. Box 4757
Chattanooga, TN 37405
ATTN: Human Resources

An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: TN Relay 711