



---

# ST. MARY'S COUNTY GOVERNMENT

## VACANCY ANNOUNCEMENT

---

**POSITION:** Deputy Director, Land Use & Growth Management  
C11, \$85,530 - \$94,349 (B.O.E.) + FRINGE BENEFITS

**DEPARTMENT:** Land Use & Growth Management

**OPENING DATE:** 01-21-22                      **CLOSING DATE:** Open Until Filled

### MINIMUM QUALIFICATIONS:

**Education:** Bachelor's Degree in land use planning or related field, Master's degree preferred.

**Experience:** Seven years or more of related professional experience in comprehensive and current land use planning and zoning with at least three years in a supervisory/managerial capacity, or additional education in a specialized area.

**Note:** Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

### ADDITIONAL REQUIREMENTS:

- ◆ Pass extensive background check with favorable results;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ AICP preferred; must be working towards AICP membership if not a member;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

**JOB SUMMARY:** Assists the Director in coordinating, directing, and assessing the work of thirty department staff in six divisions (Administration, Development Services, Inspections and Compliance, Permits, Planning, and Zoning Administration) to facilitate the achievement of departmental goals and objectives; works under the general direction of the Department Director with latitude for independent action and judgment and is evaluated on the contribution to the efficiency of the Department and the effectiveness of program goals and objectives.

### DUTIES:

- ◆ Assists and works under the direction of the Department Director to facilitate the day-to-day management of the Department;
- ◆ Oversees and provides technical management for all operations, activities, and programs of three of the six divisions within the Department;
- ◆ Develops, presents, and defends professional recommendations on departmental assignments and projects;
- ◆ Enforces policies and procedures governing the administration of various county programs;
- ◆ Acts as a liaison between federal, state, and local governmental agencies whose policies, laws, regulations, and directives impact upon the Department;
- ◆ Contributes to the preparation of the Department's budget, working closely with the Director and Office Manager;
- ◆ Reviews, evaluates, and makes recommendations regarding areas of responsibility for staff;
- ◆ Analyzes and edits technical reports, correspondence, and contracts;
- ◆ Provides direct supervision for three division managers and indirect supervision for division staff within those divisions. Completes performance reviews for the managers of the divisions supervised; approves the performance reviews of other staff in the divisions supervised.

- ◆ Increases professional knowledge through attending workshops and conferences, participates in professional associations and activities, and reads professional and local publications; obtains or maintains AICP certification. Monitors the continuing education of staff in the divisions supervised to facilitate their professional advancement.
- ◆ Supervises the preparation and review of development-related proposals for conformance with the Comprehensive Plan, Zoning Ordinance, Subdivision Regulations, Stormwater Management, Critical Area, Forest Conservation, and other land use regulations.
- ◆ Oversees Board of Appeals agendas. This includes reviewing and editing staff reports and PowerPoints for all agenda items, coordinating all comments and requirements from other agencies, and preparing Departmental staff for making presentations to the Board of Appeals.
- ◆ Provides supervisory staff support to the Metropolitan Planning Organization, Historic Preservation Commission, Commission on the Environment, and Board of Electrical Examiners.
- ◆ Advises applicants proposing development of regulations and ensures that application is proceeding in an efficient manner. Participates in the preparation of general plans; amendments to existing plans and ordinances; reviews state and federal proposals for impact on the County.
- ◆ Supervises and trains professional, technical and clerical personnel. Serves on various committees, attends meetings representing the County, and may testify before State Legislature Committees.
- ◆ Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Ability to gain advanced knowledge of St. Mary's County Government ordinances, policies, and procedures;
- ◆ Ability to act as a representative of St. Mary's County Government to the public;
- ◆ Advanced knowledge of the principles, practices, and procedures of Department operations and services and of administrative management, and the ability to interpret same to staff and the public;
- ◆ Extensive knowledge of governmental fiscal policies, procedures, and legal mandates including the budget process;
- ◆ Extensive knowledge on modern research and investigative techniques and procedures;
- ◆ Extensive knowledge of the laws, statutes, and ordinances of the State of Maryland and St. Mary's County;
- ◆ Ability to keep the Department Director and all relevant parties informed of all major issues and programs and to recommend changes as appropriate;
- ◆ Ability to supervise, plan, and coordinate the work of diverse staff in order to accomplish departmental goals and objectives;
- ◆ Ability to review, evaluate, and initiate appropriate action on technical and legal reports, contracts, and documents concerning departmental matters;
- ◆ Ability to establish and maintain effective working relationships with county officials, associates, subordinates, representatives from other agencies, and the general public;
- ◆ Knowledge of electronic resources, including the Internet and database information retrieval;
- ◆ Ability to operate relevant computer systems, including hardware and software;
- ◆ Excellent communication and interpersonal skills;
- ◆ Ability to think strategically and encourage innovative solutions;
- ◆ Extensive skills to effectively develop and support staff to achieve excellence;
- ◆ Ability to demonstrate commitment to the highest level of customer service;
- ◆ Ability to engage with a diverse group of stakeholders.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

**WORK SCHEDULE:**

St. Mary's County currently supports flexible employee schedules including telework for up to 50% of scheduled hours. This position is eligible for consideration for telework when the employee has sufficient job knowledge to work independently and has successfully passed the six (6) month probation period.

**COMPENSATION/BENEFITS:**

Hiring Salary: \$85,530 - \$94,349 (B.O.E.) annually.

FLSA: Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement Pension System (SRPS).

**[Click Here for Information: Employee Benefits Summary - May 2021](#)**

**SELECTION PROCEDURE:** Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

**TO APPLY: A 2020 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.**

Applications are available at:           Governmental Center, Potomac Building  
Third Floor, Dept. of Human Resources  
23115 Leonard Hall Drive, Leonardtown, MD  
Phone: 301-475-4200 Extension: 71100 Fax: 301-475-4082  
Jobs Line: 301-475-4200 Extension: 71109  
Email: [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) Website: [www.stmarysmd.com](http://www.stmarysmd.com)

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) at [\(301\) 475-4200](tel:3014754200), Extension: 71100.

**APPLY NOW - <https://www.stmarysmd.com/hro/application/apply/>**

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.