



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Planner IV, C09, \$56,160 - \$61,984 (B.O.E.) + FRINGE BENEFITS
DEPARTMENT: Land Use and Growth Management
OPENING DATE: 08-08-18 **CLOSING DATE:** Open Until Filled

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree and experience in current planning and development review; experience with customer service assisting applicants through governmental property development approval processes; a record of leadership based on experience.

Experience: Minimum eight years of experience in current planning and development review; experience with customer service assisting applicants through governmental property development approval processes; and a record of leadership based on experience; and Member of the American Institute of Certified Planners or pursuing certification.

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;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Supervises the Development Services Division of the Land Use and Growth Management Department, which has a staff of five; ensures development proposals and new subdivisions comply with ordinances and subdivision regulations; performs other duties as assigned.

ESSENTIAL FUNCTIONS:

- ◆ Supervises and motivates assigned staff, ensures continuing education opportunities are made available to staff, completes annual personnel evaluations of staff;
- ◆ Supervises site plan review for development projects and subdivision review within the department; is responsible for the timely and accurate review of site plans and subdivisions;
- ◆ Is responsible for meeting public hearing deadlines and assuring public notice requirements have been met, including posting to the County website;
- ◆ Assigns staff to projects and edits staff reports; prepares staff for presentations to the Planning Commission; attends Planning Commission meetings as presenter or in support of staff making the presentation;
- ◆ Organizes and conducts meetings of the Technical Evaluation Committee;
- ◆ Assists in writing amendments to the Zoning and Subdivision Ordinances; contributes to relevant portions of the comprehensive plan;
- ◆ Administers the County's Forest Conservation Act program;
- ◆ Is the Department's primary contact regarding County, State, and Federal environmental programs as these impact site development and new subdivisions;
- ◆ Prepares the division's portion of the department's annual budget;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to motivate staff who are supervised and provide opportunities for continuing education in current and comprehensive planning;
- ◆ Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to act as a representative of St. Mary's County Government to the public;
- ◆ Expert knowledge of department practices and procedures related to site development, new subdivisions, and current planning;
- ◆ Has knowledge of the procedures, practices, and concepts of public planning;
- ◆ Has the ability to effectively communicate with staff in the department and throughout County government; members of the public, notably surveyors and engineers; professional development review staff from other agencies;
- ◆ Has the ability to supervise and motivate assigned staff;
- ◆ Must have excellent written and oral communication skills;
- ◆ Must be able to operate relevant computer systems, including hardware and software.

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.

COMPENSATION/BENEFITS:

Hiring Salary: \$56,160 - \$61,984 (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 and Pension System (SRPS).

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 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center, (Potomac Building)
Department of Human Resources, 3rd Floor
23115 Leonard Hall Drive, Leonardtown, MD 20650
Phone: 301-475-4200 Extension: 71100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: 71109

Email: smchr@stmarysmd.com Website: 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 the Department of Human Resources: at [\(301\) 475-4200](tel:3014754200), Extension: 71100

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAapplication.asp>

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

St. Mary's County Government is an Equal Opportunity Employer