



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Planner III, C08, \$57,990 - \$60,944, (B.O.E) + FRINGE BENEFITS
Capital Facilities Comprehensive Planning

DEPARTMENT: Land Use and Growth Management

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

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in land use planning, geography, environmental studies, architecture, landscape business / economics, social or political sciences, or related field;

Experience: Four or more years of job related experience.

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;
- ◆ Valid Driver's License;
- ◆ American Institute of Certified Planners/ AICP preferred, If not currently a member of AICP, commitment to obtaining certification when eligible;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Performs a wide variety of tasks in public sector land use planning, both current planning and comprehensive planning in the Planning Division. Current planning activities include review of commercial site plans and residential subdivisions focusing on the availability of public infrastructure to support the proposed development. Duties in comprehensive planning include research, writing, editing, and implementing the County's Comprehensive Plan and Comprehensive Water and Sewerage Plan.

ESSENTIAL FUNCTIONS:

- ◆ Reviews site plans for development projects and subdivisions to ensure compliance with the requirements of the Zoning Ordinance, Subdivision Ordinance, and Comprehensive Water and Sewerage Plan.
- ◆ Writes staff reports for the projects reviewed. Communicates with applicants to explain comments and offer suggestions for modifications to comply with regulations.
- ◆ Attends and presents comments about projects at meetings of the Technical Evaluation Committee.
- ◆ May make presentations to the St. Mary's County Planning Commission in both current and comprehensive planning.
- ◆ Makes recommendations for amendments to the subdivision and zoning ordinances.
- ◆ Assists in writing, editing, and implementing comprehensive plans.
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to obtain 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;
- ◆ Ability to obtain a thorough knowledge of department practices and procedures;

- ◆ Must have a thorough knowledge of the practices, procedures, law, and principles of public planning;
- ◆ Ability to obtain thorough knowledge of relevant federal, state, and local regulations regarding the administration of plans and programs;
- ◆ Ability to effectively communicate with other staff members;
- ◆ Ability to coordinate, advise, and work with residents, elected officials, senior staff, consultants, developers, surveyors, and engineers;
- ◆ Ability to locate, review, and analyze data in order to make sound decisions;
- ◆ Ability 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 workplace 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: \$57,990 - \$60,944, (B.O.E) annually.

FLSA: Non-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).

[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)
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, 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.