



ST. MARY'S COUNTY GOVERNMENT

VACANCY ANNOUNCEMENT

POSITION: Planner IV- Zoning Administrator, C09, \$56,160 - \$61,984
(B.O.E.) + FRINGE BENEFITS

DEPARTMENT: Land Use and Growth Management

OPENING DATE: 03-20-19 **CLOSING DATE:** Open Until Filled

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree.

Experience: Minimum three years of experience or additional education in a specialized area; and Member of the American Institute of Certified Planners or the ability to apply and obtain membership.

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 zoning review function of the department; writes amendments to the adopted zoning and subdivision ordinances; organizes and leads stakeholder meetings to review proposed amendments; guides amendments through review and approval by the Planning Commission and the Commissioners of St. Mary's County; serves as the Zoning Administrator by ensuring compliance with various development codes and regulations; trains staff in all divisions in understanding zoning and subdivision regulations; reports to the Deputy Director and to the Director; and supervises and directs staff functions; performs other duties as assigned.

ESSENTIAL FUNCTIONS:

- ◆ Drafts amendments to the Comprehensive Zoning Ordinance and the Subdivision Ordinance; recommends changes to the adopted zoning and subdivision ordinances; writes zoning and subdivision regulations;
- ◆ Leads proposed amendments through the review and approval process of the St. Mary's County Planning Commission and the Commissioners of St. Mary's County;
- ◆ Organizes and leads public meetings; must have availability to attend evening meetings as necessary; oversee complaints with public hearing legal notice deadlines and content;
- ◆ Collaborates with current staff members to ensure zoning and subdivision regulations are consistent with the comprehensive and area plans;
- ◆ Trains staff in all divisions in understanding zoning and subdivision regulations;
- ◆ Supervises the zoning review function of the department; project plan review function and Zoning Administration staff;
- ◆ May:
 - review, analyze, research, and prepare reports and draft goals, objectives, policies, and implementation strategies for the Comprehensive Plan;
 - work with other staff to organize the County's efforts to join FEMA's Community Rating System program;

- serve as the County's primary public contact regarding County, State, and Federal environmental programs;
 - advise and assist the public and development professional on zoning, subdivision, and environmental regulations;
 - perform education and outreach regarding environmental regulations, programs, issues and opportunities;
 - develop scopes of work and apply for grants for environmental research and implementation projects;
 - represent the County at Board of Appeals hearings by providing technical support for variances, conditional uses, and appeal cases;
 - manage the Administrative Variances program including Critical Area variances by conducting public hearings, writing applicant letters, and drafting legal ads and agendas;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain advanced 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 as related to public planning;
- ◆ Knowledge of the procedures, practices, and concepts of public planning;
- ◆ Expert knowledge of relevant Federal, State, and local regulations;
- ◆ Ability to effectively communicate with other staff members; ability to coordinate, advise, and work with other professionals;
- ◆ Ability to supervise and motivate assigned staff;
- ◆ Ability to prioritize and multitask;
- ◆ Ability to review and analyze existing information and make informed and sound decisions; ability use available resources to research information;
- ◆ Ability to prepare and analyze comprehensive reports; ability to keep accurate records;
- ◆ Excellent written and oral communication skills;
- ◆ 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 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 ADA Coordinator: jennifer.martinez@stmarysmd.com or (301) 475-4200, Extension: 71110.

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.