



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Senior Planner, C10, \$64,501 - \$71,198 (B.O.E) + FRINGE BENEFITS

DEPARTMENT: Land Use & Growth Management

OPENING DATE: 07-25-18 **CLOSING DATE:** Open Until Filled

MINIMUM QUALIFICATIONS:

Education: Master's degree in urban planning or related field; American Institute of Certified Planners (AICP) Certification preferred.

Experience: Five or more years of professional, full-time, planning experience in the public or private sector.

A minimum of three years' experience at the supervisory level, with at least three direct reports, in a governmental or private sector planning department; Applicants must include a list of the job titles of the direct reports supervised.

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

ADDITIONAL REQUIREMENTS:

- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Pass extensive background check with favorable results;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Manages the Planning Division. This diverse work center includes long-range, environmental, and regional transportation planning; historic preservation; and capital facilities planning. All Division staff report directly to the Senior Planner. Manages current and long-range County planning projects and plan implementation; ensures that informational and public hearing reports for the Commissioners of St. Mary's County and the Planning Commission are thoroughly researched, professionally written and edited, and professionally presented; participates in writing ordinances necessary to implement plans; develops and monitors budgets; directs the collection, evaluation, distribution, and maintenance of data; The Senior Planner accomplishes department objectives by supervising staff; assigning and monitoring work; training and cross-training; and allocating professional growth opportunities; Performs other duties as assigned.

DUTIES:

- ◆ Fifty percent of the work week of the Senior Planner is devoted to supervision, project management, and reviewing the work of staff; and fifty per cent is as a contributor to Division assignments as a professional planner;
- ◆ Manages current and long-range County planning projects and plan implementation encourages and facilitates resident participation in planning;
- ◆ Conducts annual personnel evaluations, sets and maintains qualitative and quantitative benchmarks for staff, responsible for ensuring staff obtains the training and continuing education necessary to provide excellent customer service;
- ◆ Prepares and monitors the Division's budget;

- ◆ Directs the collection, evaluation, distribution, and maintenance of mapped and tabular geographic, and land management data;
- ◆ Assists the LUGM Director in coordinating with the Emergency Services Department to ensure records needed for emergency response are accurate;
- ◆ Assists the LUGM Director and the Naval Air Station Patuxent River and Webster Field Annex planning staff on planning within the air installation compatibility use zones;
- ◆ Ensures the County complies with the requirements of the Calvert-St. Mary's Metropolitan Planning Organization;
- ◆ Maintains the County's comprehensive water and sewerage plan;
- ◆ Ensures the timely completion of the Planning Commission Annual Report;
- ◆ Coordinates with County departments and other agencies on environmental and agricultural plans, infrastructure planning, and economic development;
- ◆ Supports the efforts of the historic preservation commission; ensures the ongoing surveying of historical resources and County participation in state programs for historic preservation;
- ◆ 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;
- ◆ Demonstrated ability to mentor, cross-train, supervise, evaluate, and discipline a diverse team of professional planners and support staff;
- ◆ Expert knowledge of department practices and procedures;
- ◆ Has expert knowledge of public planning, including federal, state, and local planning regulations and best practices;
- ◆ Expert knowledge of relevant local, state, and federal regulations regarding planning programs and policies;
- ◆ Ability to effectively communicate with other Department staff members; ability to coordinate, advise, and work with other professionals, elected officials, and residents;
- ◆ Excellent written and oral communication skills;
- ◆ Ability to operate relevant computer systems, including hardware and Microsoft and ESRI products.

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: \$64,501 - \$71,198 (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
Third Floor, Dept. of Human Resources
23115 Leonard Hall Drive, Leonardtown, MD
Phone: 301-475-4200 Extension: *1100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: *1109
Email: smchr@stmarysmd.com Website: www.stmarysmd.com
Must press the * key before the extension

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: smchr@stmarysmd.com or (301) 475-4200, Extension: *1110

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

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