



**CHARLES COUNTY GOVERNMENT
invites applications for the position of:**

Planner III

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|----------------------|----------------------------------------------------------------|
| SALARY: | \$31.14 - \$40.59 Hourly \$60,718.00 - \$79,149.00 Annually |
| OPENING DATE: | 04/16/18 |
| CLOSING DATE: | 05/14/18 11:59 PM |

SUMMARY:

Performs land use planning and related project or program supervision work for the County. The work involves the application of land use and environmental principles and concepts to planning projects; positions are assigned responsibility for major projects or programs within the division. Overall goals are set and the worker determines the specific tasks and assignments to be performed, independently handling new, unusual problems and deviations encountered in the work.

ESSENTIAL JOB FUNCTIONS:

Responsible for supervising specialized planning work for an assigned project or program including, but not necessarily limited to, development reviews and environmental planning.

Reviews Site Plans, provides comments to developers/engineers on how the plan meets or does not meet several County requirements, related to on site maneuverability, parking, pedestrian accommodations, and general safety.

Reviews Preliminary Plans of subdivision, provides comments to developers/engineers on how the plan meets or does not meet several county requirements, related to on site maneuverability, and general safety.

Manages and prepares reports for Variance and Special Exception applications.

Reviews and approves Development Services Permits. Reviews Green Inspection Card applications for further zoning requirements. Reviews and signs off on commercial and/or residential building permits.

Develops, reviews and evaluates studies, reports and recommendations and takes or recommends appropriate actions.

Applies various specialized analysis including environmental, land use, area and structure, economic and/or demographic, and statistical analysis as appropriate to projects to discern relevant issues and facts and formulate appropriate recommendations.

Meets with parties involved to discuss and clarify issues and explain requirements; advises and assists parties on how to achieve compliance with applicable rules and regulations.

Ensures the maintenance of project files and records and preparation of related reports including graphic materials, maps and other illustrative materials as necessary.

Coordinates studies and projects with other division functions and departments as necessary; makes referrals and follows through on actions with agencies as necessary.

Responds to inquiries from the public, developers, landowners, attorneys and others involved in land use matters regarding procedures, compliance issues and related matters.

Performs field visits and site inspections as necessary. Coordinates site inspections with county inspectors.

Serves on boards and committees and work groups as assigned, providing technical support and assistance, often representing the County on a regional or state-wide basis.

Assists in formulating and implementing long range, comprehensive planning projects or policies.

Prepares and provides presentations and/or represents the County on various boards, committee, and commissions.

Other Duties

Performs related work as required. Fills in for or represents Planning Manager or Planning Program Manager on occasion.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledges, Skills, and Abilities (These are pre-employment KSAs that apply only to Essential Job Functions.)

Knowledge of--

- The principles, concepts and practices of land use planning and allied disciplines.
- Effective techniques of supervision.

Ability to--

- Supervise the work of an assigned functional area within the planning division.

- Perform technically sound land use and related studies and formulate appropriate recommendations.
- Interpret and apply applicable ordinances and rules and regulations to varied land use and related situations.
- Maintain records and prepare related reports and correspondence.
- Communicate effectively orally and in writing, including public presentations.
- Establish and maintain effective working relationships with others encountered in the work.

Required Qualifications (Note: Any acceptable combination of education, training and experience that provides the above knowledges, abilities and skills may be substituted on a full-time year for year basis.)

Training and/or Education

Bachelor's Degree in Planning, Geography, or Public Policy. Master's degree in planning preferred.

Experience

Five years of progressively responsible professional planning experience.

Licenses or Certificates

Valid driver's license.

Special Requirements

None

ADDITIONAL INFORMATION:

Physical Demands:

The work is mostly sedentary with periods of light physical activity, and is performed in office and field surroundings. Typical positions require workers to walk or stand for long periods; walk over uneven terrain; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing.

Unusual Demands:

Employee is subject to work beyond the normal scheduled hours of work.

FLSA Status:

Exempt

Reports to:

Planner IV

Supervises:

n/a

Revised 11/17
Grade 14

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.charlescountymd.gov>

Position #2018-00051
PLANNER III
SH

200 Baltimore Street
La Plata, MD 20646
(301) 645-0585

hrapp@charlescountymd.gov

Planner III Supplemental Questionnaire

- * 1. What level education do you have?
 - HS Diploma/GED
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate/Doctoral Degree
- * 2. Please list your degree(s) type and major course work associated with the degree.
- * 3. Do you have five or more years of progressive experience in professional planning and zoning? Please list experience type and include number of years.
- * 4. Please describe your experience and knowledge of zoning ordinances and subdivision regulations. Please include any first-hand experience you have in revising or drafting legislation.
- * 5. This position requires excellent verbal, writing and research skills, as well as strong organizational skills. Please list how you meet these requirements.

- * Required Question