



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

**Planner II**

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**SALARY:** \$28.81 - \$37.56 Hourly  
\$56,181.00 - \$73,250.00 Annually

**OPENING DATE:** 04/16/18

**CLOSING DATE:** 05/14/18 11:59 PM

**SUMMARY:**

Performs professional land use planning and related work for the County. The work involves the application of land use and environmental principles and concepts to planning projects; positions function as specialists in an assigned project or functional area 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 performing specialized planning work in an assigned project or functional area including development reviews, environmental planning or equivalent areas.

Reviews and evaluates projects for conformance with environmental regulations, development and subdivision requirements, zoning conformance and other areas as assigned.

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.

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.

Maintains project files and records and prepares related reports including graphic materials, maps and other illustrative materials as necessary; submits study reports and recommendations for review and presentation to various boards and commissions.

Coordinates studies and project 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.

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

Manages contracts, grants, writing proposals for awards, scope of work and implementation.

Administers long range comprehensive planning projects or policies.

#### Other Duties

Performs related work as required.

### **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.

#### **Ability to--**

- Perform specialized planning work within an assigned project or functional area.
- Perform technically sound land use and related studies and formulate appropriate recommendations.
- Conduct on site inspections.
- 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 in writing and orally, including making effective 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. Master's degree in planning preferred.

**Experience:**

One year of professional planning experience, or two years as Planner I with Charles County Government..

**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:**

Work is subject to frequent interruptions.

**FLSA Status:**

Exempt

**Reports to:**

Planner IV

**Supervises:**

None

Revised 10/08

Grade 13

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

Position #2018-00052  
PLANNER II  
SH

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

[hrapp@charlescountymd.gov](mailto:hrapp@charlescountymd.gov)

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**Planner II 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 one 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. Do you possess excellent verbal, writing and research skills, as well as strong organizational skills? Please describe any experience you have had presenting in front of groups , Boards, or Commissions.
- \* 6. Please describe any work experience you may have relating to Transportation Planning or Traffic Engineering.
- \* Required Question