

CLASS TITLE: Director, Dept. of Technical and Community Services

DEFINITION:

The Director of this Department has oversight of the separate divisions: planning, zoning and environmental ordinances; building codes and property standards (nuisance) ordinance; and community development and housing programs. The position requires both administrative and professional work in these areas. The employee in this class has the necessary authority to make decisions and represent the Board of County Commissioners in the overall administration of these duties, subject to policies of the Board or to any Commission or Board in which the County has vested its authority.

EXAMPLES OF WORK: (Examples are illustrative only)

- Provides for immediate and long range planning in cooperation with other agencies and levels of government.
- Oversees studies pertaining to environmental, economic, social and administrative conditions in the County.
- Renders technical assistance and expertise to the Board of County Commissioners, the Planning Commission, the Board of Zoning Appeals, and other boards in planning related matters.
- Reviews applications for subdivisions, site plans and rezonings and designates those applications which are complete and ready for Planning Commission review.
- Serves as the approving authority for minor subdivisions and site plans and designates those applications which are complete and ready for Planning Commission review.
- Reviews applications for variances, Special Exceptions and nonconforming uses and structures and provides recommendations to the Board of Zoning Appeals.
- Oversees County participation and compliance with State and Federal programs, including, but not limited to Coastal Zone Management, Chesapeake Bay Critical Areas, Flood Plain Management, Stormwater Management, Forest Conservation, Tributary Strategies and the State Agricultural Land Preservation Program.
- Oversees the Maintenance of the Somerset County Addressing System.
- Oversees the development of the Department Geographic Information System (GIS) programs and coordination with other agencies, including the Tri-County Council.
- Preparation and/or coordination and assistance to other departments on planning related documents including the Comprehensive Water and Sewer Plan, Land Preservation and Recreation Plan, Hazard Mitigation Plan and Board of Education Facilities Master Plan.
- Prepare summaries and annual reports on development trends in the County.
- Responsible for the enforcement of all provisions of the Comprehensive Plan and implementation ordinances, including the Zoning Ordinance, Critical Area Ordinance and Forest Conservation Ordinance.

- Serves as Administrator of Somerset County's Housing Rehabilitation Program, under the Community Development Block Grant program including grant management and resolution of contract disputes and client problems.
- Works with interested parties in developing CDBG grants and determining areas of local need for CDBG grants for referral to the Board of County Commissioners.

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- Oversees the administration of the Maryland Special Loans Program.
- Oversees the administration of the Rental Allowance Program (RAP)
- Acts as a referral source for clients needing assistance from other agencies.
- Maintains documents, files and prepares reports to Federal, State and local government on housing activities.
- Responsible for overseeing financial transactions related to housing programs.
- Oversight of the Liveability Code.
- Prepares Department's annual budget for the Board of County Commissioners and the budgets for the Critical Area Program and other grants and prepares grant and loan applications to State and Federal Agencies as appropriate.
- Negotiates and administers contracts for planning and other outsourcing of departmental duties.
- Conducts meetings and public hearings, which are necessary to the ongoing implementation of the Department's programs and ordinances.
- Directs the ongoing operation of the Department, including coordination and management of office and staff responsibilities; delegates and assigns tasks and authority to appropriate staff.
- Evaluates and advises the Board of County Commissioners on staffing needs, new state requirements; interviews and provides recommendations on departmental hiring and needs.
- Develops procedures for staff regarding enforcement of ordinances.
- Assists property owners and developers and staff in understanding and interpreting land use and related documents.
- Serves as a County representative on committees of local, regional and statewide concern.
- Provides for liaison between the County and other governmental agencies.
- Reviews and provides input on State agency reports concerning local planning and development.
- Reviews legislation related to the mission of the Department.
- Prepares and updates the County's Comprehensive Plan and related ordinances.
- Prepares local ordinances, findings of fact for the Planning Commission and Board of County Commissioners.
- Coordinates development review with the County Technical Advisory Committee.
- Responsible for the processing of violations of ordinances.
- Responsible for Public Works Agreements and required bonding and payment of fees in lieu from various programs.
- Conducts environmental reviews.
- Coordinates with the Economic Development Director and Commission on development projects and serves as an ex-officio member of the EDC.

- Testifies before the General Assembly on behalf of the County on pending legislation that may have local impact.

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- Addresses civic and fraternal groups on planning and zoning matters; serves as media spokesperson for the Department.
- Serves as the Building Code Official for the County and interacts with the State on issues regarding building codes, plumbing codes and electric codes and the licensing of electricians.
- Responsible for administration of the Property Standards (Nuisance) Ordinance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of planning practices and principles and of the social and economic implications of planning.
- Ability to analyze and interpret the County's Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, Critical Area Program and Forest Conservation Ordinance.
- Thorough understanding of land use concepts; environmental concerns, population density and growth management techniques.
- Ability to work effectively with the public and groups concerned with zoning, community development and related issues.
- Public speaking ability.
- Skill in preparing charts and maps and researching, assimilating and analyzing planning information and in presenting the results in oral, written and/or graphic form.
- Must have comprehensive knowledge of state law pertaining to zoning, environmental law, urban development and redevelopment.
- Considerable knowledge of Federal laws and administrative procedures as they pertain to local planning and zoning efforts.
- Basic knowledge of State and Federal agencies and programs concerned with housing and community development and procedures necessary to obtain assistance under State and Federal programs.
- Ability to plan, organize, assign, supervise and inspect the work of diverse professional and technical personnel.
- Ability to establish and maintain effective working relationships with associates, developers, County and State officials and the general public.
- Knowledge of state law requirements regarding Building Codes.
- Ability to understand financial documents and budgets and to administer financial resources in an efficient manner.

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MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

- Graduated from an accredited four year college or university with a degree in community planning or related field with a minimum of ten (10) years of professional planning experience, with a minimum of five (5) years of supervisory experience

OR

- A Master's degree in community planning or related field with a minimum of five (5) years of professional planning experience, including supervisory and administrative experience.

REQUIRED LICENSES AND CERTIFICATES:

- Class C Drivers License

ADDITIONAL DESIRABLE QUALIFICATIONS:

Master's degree preferred

ADOPTED:05/12/04

GRADE: 14/ E-7

Revised: 07/01/2016