

CLASS TITLE: Senior Planner/Zoning Specialist**DEFINITION:**

This is a responsible professional planning position requiring an advanced knowledge of the principles and practices of land use planning. The employee in this class performs complex planning projects; provides policy input; and is able to work independently with minimal supervision. The position also assists the zoning staff with the taking and entering of zoning applications data on the computer, forming a data base and assisting in map reviews and zoning questions for the general public.

EXAMPLES OF WORK: (Examples are illustrative only)

- Conducts research, prepares reports and planning projects pertaining to environmental, economic, social and procedural measures.
- Provides environmental, subdivision and site plan review.
- Serves as a Technical Advisory Committee member.
- Renders technical assistance to the Director, Board of County Commissioners, the Planning Commission, the Board of Zoning Appeals, the Agricultural Preservation Board, the Agricultural Reconciliation Board and the Seafood Advisory Board.
- Assists in the preparation of ordinances and legal findings-in-fact.
- Serves as the Local Program Administrator and conducts day to day management duties for the Agricultural Preservation Program including liaison with the State agency.
- Organizes meetings and agendas for the Agricultural Preservation Board.
- Assists property owners and developers in understanding and interpreting land use and related documents and maps.
- Participates in planning policy discussions and the review of legislation affecting County planning.
- Assists other County Departments in the preparation of planning related documents.
- Assists in the development of future planning projects and in interviews of consultants for such projects.
- Represents the County at meetings and public hearings when required.
- Helps prepare grant applications for State agencies as appropriate to planning efforts.
- Serves as a participating member on committees and task forces of concern to the County.
- Provides input on State agency reports and intended legislation.
- Assists in the oversight of planning grants.
- Testifies before committees and in legal matters as required.
- Interacts with the Zoning staff and Director on zoning interpretations.
- In support of the Zoning staff, takes building permits, assists property owners in preparation of applications, issues permits, interprets, explains and offers guidance to the public as to the requirements of the zoning ordinance and related ordinances,
- Other duties as assigned.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- 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 and Critical Area programs.
- An understanding of land use concepts, environmental concerns, population density and growth management.
- Ability to work effectively with the public and groups concerned with zoning and planning issues.
- Ability to speak in public.
- 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; zoning; writing ability.
- Ability to establish and maintain effective working relationships with associates, developers, County and State officials, and the general public.

MINIMUM EXPERIENCE, TRAINING AND EDUCATION:

- Graduation from an accredited four-year college or university with a bachelor's degree in planning or related field and a minimum of two years of professional planning experience.
- A graduate degree in planning, plus one year of professional experience may be substituted.

REQUIRED LICENSES AND CERTIFICATES:

- Maryland Class "C" Driver's License.

ADOPTED:05/19/04

REVISED: 8/21/20

GRADE: 9/E2