

Worcester County Job Opportunities

DEPARTMENT: DEVELOPMENT REVIEW AND PERMITTING

JOB TITLE: DEPUTY DIRECTOR

COMPENSATION: NON-CLASSIFIED \$90,000 - \$120,000 ANNUALLY*
*SALARY BASED ON QUALIFICATIONS AND EXPERIENCE

WORK LOCATION: WORCESTER COUNTY GOVERNMENT CENTER, ONE W. MARKET ST.
SNOW HILL, MD

WORK SCHEDULE: 8:00AM TO 4:30PM, MONDAY TO FRIDAY

APPLICATION PERIOD: UNTIL FILLED

Job Summary: This is a highly skilled position, under the direct leadership of the Director of Development Review and Permitting, is responsible for assisting the Director with all aspects of development, review, permitting, and other functions of the department, including supervision of all staff.

General Requirements:

- Safety Sensitive position subject to Drug and Alcohol Testing
- Essential personnel subject to emergency call-back with little or no notice.
- Must be able to work days, evening and weekend work as needed for events, meetings, callbacks, weather events, etc.
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points (MD).
- Successfully pass pre-employment background check

Essential Job Duties and Responsibilities:

- Assists in the planning, organizing, coordinating and directing of one or more Divisions of the Department of Development, Review and Permitting to achieve respective division goals
- Evaluates and maintains quality control over staff assignments, process review and improvement, determine priorities, progress evaluation, and direct changes as needed
- Makes recommendations regarding the department's personnel matters in accordance with the Worcester County Personnel Rules and Regulations, including hiring and disciplinary action
- Directs the enforcement of applicable federal, state and county codes and regulations relating to building construction, floodplain management, rental housing, nuisances, Americans with Disabilities Act (ADA) and supervises contractual arrangements for other regulatory codes, including electrical
- Provides advanced level work to research, interpret, and apply relevant codes, ordinances, rules and regulations, to objectively draw valid conclusions and report on the effects of proposed legislation on existing and contemplated development

and planning projects in the County

- Assists, coordinates or leads the preparation and submission of building regulations, floodplain regulations, land use plans, related studies, special reports, zoning regulations, etc. and the supervision and administration of same
- Coordinates review and improvement of technology utilized by the department to effectively meet goals and objectives
- Coordinates department activities with other departments, agencies, municipalities and the general public as needed
- Assists the Director in the preparation and submission of an annual departmental budget and the supervision of the disbursement of funds appropriated for the operation of the department
- Prepares presentations, attends, and delivers effective presentations at meetings and public hearings with the County Commissioners and other boards, citizen groups and special meetings as required or requested by the Director
- Testifies in court on zoning, planning, building, permitting, inspections, and land development matters as required
- Completes assigned tasks accurately and by established deadlines
- Cross trains and back up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Oversees and complies with the safety programs, procedures, training, fire drills, COOP plans, etc.
- Ensures confidentiality of information and records and complies with record retention schedule
- Supports and enforces the Worcester County Government Personnel Rules & Regulations and safety programs
- Assumes the role of the Director in the Director's absence. This may include responding to after-hours emergency calls for a building inspector
- Performs other related duties assigned by the Director

Qualifications and Skills:

- Bachelor's degree in planning, engineering, architecture, geography, or environmental studies or a related field from an accredited college or university, and possess a minimum of five (5) years of recent experience in one of the above-related fields or an equivalent combination of education and experience required
- Successful completion of the FEMA Coastal construction course within the first twelve months of employment required
- Possess five (5) or more years of experience in management and supervisory skills required
- Building plan review, inspection and Building Code Official certifications preferred
- Experience with Planning Commission and Building, Planning and Zoning preferred
- AICP certification preferred
- Thorough knowledge of the principles, practices and objectives of zoning, planning, permitting, building, floodplain management, and other similar regulations with the ability to read, analyze and interpret job relevant materials & tools including financial reports, spreadsheets and legal documents

- Thorough knowledge of federal, state and local programs pertinent to the operation of the Department
- Possess thorough knowledge of budgetary and administrative practices
- Proficient computer skills in Microsoft Office Suite programs sufficient to perform the essential functions of the position; some knowledge of GIS preferred
- Ability to perform each essential duty, demonstrate managerial ability at a level necessary to direct the work activities of the department where required
- Above-average oral, written and interpersonal communication skills necessary to perform essential job duties and work harmoniously with coworkers, officials, other government agencies, and the public using tact and discretion, exercise initiative, resourcefulness, professionalism, and sound judgment
- Ability to work in a fast-paced environment with interruptions
- Willingness to assume responsibility and motivate others
- Must have a team-oriented work ethic and ability to collaborate
- Must be self-starter that takes initiative and has a sense of urgency
- Ability to work independently and effectively with limited supervision
- Ability to perform work correctly, accurately, and consistently while meeting deadlines timely
- Ability to read, analyze and interpret job relevant materials & tools including financial reports, spreadsheets and legal documents
- Possess exceptional organizational skills with attention to detail
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Ability to respond to inquiries and complaints in a supportive manner that promotes a positive resolution; willingness to assume responsibility regardless of the source or nature of the issue and motivate others to provide superior customer service to employees and citizens
- Ability to define problems, collect information, objectively establish facts and draw valid conclusions necessary for recommendations and/or implementation of appropriate action
- Ability to compose confidential and non-confidential correspondence and maintain the highest confidentiality
- Ability to follow verbal and written instructions; keep records and logs; complete written forms accurately

Safety Analysis:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 40 lbs. No known significant hazard risk.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at [Worcester_Guide_2025.pdf](#).

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at jobs.worcestermd.gov or call Human Resources at 410-632-0090.