

## Worcester County Job Opportunities

**DEPARTMENT:** DEVELOPMENT, REVIEW & PERMITTING  
**JOB TITLE:** DEVELOPMENT, REVIEW & PERMITTING SPECIALIST I  
**COMPENSATION:** GRADE 14/STEP 1 \$18.95 HOURLY/ \$39,416 ANNUALLY –  
GRADE 14/STEP 5 \$20.94 HOURLY/ \$43,555 ANNUALLY

**DEPARTMENT:** DEVELOPMENT, REVIEW & PERMITTING  
**JOB TITLE:** DEVELOPMENT, REVIEW & PERMITTING SPECIALIST II  
**COMPENSATION:** GRADE 16/STEP 1 \$20.92 HOURLY/ \$43,514 ANNUALLY –  
GRADE 16/STEP 5 \$23.09 HOURLY /\$48,027 ANNUALLY

**DEPARTMENT:** DEVELOPMENT, REVIEW & PERMITTING  
**JOB TITLE:** DEVELOPMENT, REVIEW & PERMITTING SPECIALIST III  
**COMPENSATION:** GRADE 18/STEP 1 \$23.07 HOURLY/ \$47,986 ANNUALLY –  
GRADE 18/STEP 5 \$25.46 HOURLY /\$52,957 ANNUALLY

**\*SALARY IS BASED ON QUALIFICATIONS AND SALARY MAY BE HIGHER BASED ON EXPERIENCE**

**JOB LOCATION:** WORCESTER COUNTY GOVERNMENT CENTER, ONE W. MARKET ST. SNOW HILL, MD  
**WORK SCHEDULE:** 8:00AM TO 4:30PM MONDAY TO FRIDAY, IN THE OFFICE, SOME EVENING HOURS REQUIRED FOR REGULARLY SCHEDULED BOARD MEETINGS; SUBJECT TO CALL BACK WITH LITTLE TO NO NOTICE

**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** This individual will be responsible for aspects in the Zoning Section and will report to the Zoning Administrator. This position is ultimately under the leadership of the Director of Development Review and Permitting.

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### DEVELOPMENT, REVIEW & PERMITTING SPECIALIST I

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#### GENERAL REQUIREMENTS:

- Safety sensitive position subject to Drug and Alcohol Testing.
- Essential personnel subject to emergency call-back with little or no notice to include evening and weekend work if needed.
- Pre-employment background check, possession of a valid driver's license, and a motor vehicle history with less than 4 points.

#### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Administers or participates in the administration of local regulatory measures.
- Provides administrative support to the Technical Review Committee, the Planning Commission and/or the Board of Zoning Appeals, including maintenance of records and files, basic analysis of site plans, reports and data, preparation of correspondence, staff reports, agendas, meeting notifications/minutes, and coordination with other agencies, etc.
- Performs day-to-day planning and zoning activities including review, basic analysis and processing of site plans, subdivision plats, bonds, etc. to ensure compliance with applicable laws and in accordance with a deadline.
- Prepares and submits accurate and thorough review letters and reports, etc. and conducts the supporting analysis .
- Assists in the preparation of effective presentations for public meetings and hearings of the County Commissioners and other public meetings and carries out associated administrative work.
- Assists the public in processes associated with the planning and zoning functions.
- Intakes and assists in processing permit applications of all types received by the department.
- Attends and participates in meetings with the County Commissioners, the Planning Commission, the Technical Review Committee, and/or the Board of Zoning Appeals as well as other commissions, councils, boards, citizen groups and special meetings as required.
- Comply and enforce safety programs, policies, and work safely.
- Ensures confidentiality of information and records and complies with record retention schedule.

- Adhere to the Worcester County Government Personnel Rules & Regulations.
- Carries out other related duties as required.

**QUALIFICATIONS AND SKILLS:**

- Graduation from a high school or vocational school diploma, plus three years of recent planning/zoning experience. Experience in reading site plans and code research preferred, but not required.
- A working knowledge of the principles, practices and objectives of the planning and zoning functions; working knowledge of federal, state and local planning, and/or zoning programs and related legislation or policies as well as knowledge of their principles as applied to local planning and/or zoning work; a working knowledge of the laws, regulations and ordinances assigned to the Department for administration and enforcement, which pertain to the planning and/or zoning functions.
- Basic knowledge of the principles and procedures to be used in the preparation and submission of comprehensive plans, re-zonings, land use regulations and special studies.
- Computer literate (word processing, spreadsheets), with a basic knowledge of GIS preferred but not required.
- Ability to express oneself accurately, clearly, and effectively, both in writing and verbally.
- Ability to follow verbal/ written instructions; keep records/logs; complete written forms; and to communicate effectively with the public and coworkers.
- Ability to apply acquired knowledge to increasingly varied and complex tasks.
- Professional, personable demeanor and appearance.
- Ability to work effectively with little supervision and minimal direction.
- Self-starter that takes initiative and has a sense of urgency.

**DEVELOPMENT, REVIEW & PERMITTING SPECIALIST II**

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STEP 5 - \$23.09 HOURLY /\$48,027 ANNUALLY \*SALARY MAY BE HIGHER BASED ON  
QUALIFICATIONS**

- The education and skills listed for the Development, Review & Permitting Specialist I, along with graduation from an accredited four-year college or university with a Bachelor’s Degree in Planning or a related field, graduation from an accredited two-year college with an Associate’s Degree in a Planning related field with at least two years of recent planning and/or zoning experience, or at least four years’ experience in a planning and/or zoning related field.

**DEVELOPMENT, REVIEW & PERMITTING SPECIALIST III**

**COMPENSATION:            GRADE 18/STEP 1 – \$23.07 HOURLY/ \$47,986 ANNUALLY –  
STEP 5 - \$25.46 HOURLY /\$52,957 ANNUALLY \*SALARY MAY BE HIGHER BASED ON  
QUALIFICATIONS**

- The education and skills listed for the Development, Review & Permitting Specialist II, along with graduation from an accredited four-year college or university with a Master’s Degree or a Bachelor’s Degree in Planning or a related field and at least two years of recent planning and/ or zoning experience; graduation from an accredited two-year college with an Associate’s Degree in a Planning related field with at least four years of recent planning and/or zoning experience, or at least six years’ experience in a planning and/or zoning related field.

**SAFETY ANALYSIS:**

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.