

Worcester County Job Opportunities

DEPARTMENT: ENVIRONMENTAL PROGRAMS
JOB TITLE: PLANNER I
COMPENSATION: GRADE 16/STEP 1 \$45,261 ANNUALLY/\$21.76 HOURLY TO
GRADE 16/STEP 5 \$49,941 ANNUALLY/\$24.01 HOURLY*PAY BASED ON QUALIFICATIONS AND EXPERIENCE
WORK LOCATION: PRIMARY LOCATION GOVERNMENT CENTER IN SNOW HILL, MARYLAND
WORK SCHEDULE: 8:00 AM TO 4:30 PM MONDAY TO FRIDAY
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: This individual will be responsible for all aspects associated with the Environmental Programs Department and may be responsible for the supervision of associated support staff. This individual will be supervised by the Director of Environmental Programs and senior planners within the Department.

GENERAL REQUIREMENTS:

- Pre-employment background check

DUTIES AND RESPONSIBILITIES:

- Participates in the administration and/or development of local regulatory and other planning measures.
- Performs administrative work associated with various board/committee meetings as directed, including notifications; record and file maintenance, processing correspondence, coordination with other agencies; preparation of agendas, minutes, and providing supporting data and reports; etc.
- Performs within deadlines; planning activities, including review, analysis and processing of rezoning applications, text amendments, water and sewer plan amendments, site plans, subdivision plats, planned commercial developments, residential planned communities, agricultural land preservation programs, etc.
- Prepares and submits accurate, thorough, and professional grade review letters, reports, plans, studies, special reports, regulations, etc. and can conduct the supporting analysis for this work.
- Prepares effective presentations for public meetings and hearings of the County Commissioners and other groups and carries out associated administrative work.
- Assists the public in processes associated with the various programs falling within authority of the Department.
- Attends and participates in meetings with the County Commissioners, the Planning Commission, the Technical Review Committee, and/ other public bodies and other groups, as required.
- Cross trains and backups 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.
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely.
- Ensures confidentiality of information and records and complies with record retention schedule.
- Adheres, supports, and enforces Worcester County Government Personnel Rules & Regulations.
- Performs other related duties as required by the Director or the Director's designee.

QUALIFICATIONS AND SKILLS:

- **Planner I** - bachelor's degree in planning or a related field; or an associate's degree in planning or a related field with at least two (2) years of recent planning, zoning and/or natural resources experience; or at least four (4) years of recent planning, zoning and/or natural resources experience.

FOR ALL PLANNERS:

- A working knowledge of the principles, practices and objectives of planning, zoning, and natural resources regulation and policies; federal, state and local planning, zoning, and natural resources programs and related legislation or policies as well as knowledge of their principles as applied to planning, zoning, and natural resources work.
- Ability to develop a working knowledge of the laws, regulations and ordinances assigned to the Department for administration and enforcement.
- 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 and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers.
- Ability to apply acquired knowledge to increasingly varied and complex tasks, perform duties independently and as part of a team, and complete assigned tasks by established deadlines.
- Ability to operate general office equipment to accomplish assigned tasks.

SAFETY ANALYSIS:

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional bending, stooping, pushing, pulling, carrying, lifting up to 20 lbs. No known significant hazard risk.