

Worcester County Job Opportunities

DEPARTMENT: DEVELOPMENT REVIEW AND PERMITTING

JOB TITLE: ZONING ADMINISTRATOR

COMPENSATION: NON-CLASSIFIED \$85,000-\$110,000 ANNUALLY*
*SALARY BASED ON QUALIFICATIONS

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 general supervision, reporting directly to the Director. This individual is responsible for all aspects associated with the Zoning Division of the Department, including the supervision of staff of four.

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:

- As a management level employee, directly supervises zoning activities in terms of the level of service, procedures and personnel, including planners, licensing, and permitting, code enforcement and associated administrative functions
- Evaluates and maintains quality control over staff assignments, process review and improvement, determine priorities, progress evaluation, and direct changes as needed. Cross trains and back up other staff as needed
- Provides advanced level work to research, interpret, and apply relevant codes, ordinances, rules and regulations, to objectively draw valid conclusions and report on site plans, subdivision plats, code amendments, special reports, licensing, permits, etc.
- Participates in the development of policy, ordinances, land use plans, related studies, special reports, etc. and the supervision and administration of same
- Serves as the Chairman of the Technical Review Committee and serves as advisor to the Planning Commission and Board of Zoning Appeals. Oversees scheduling and conduction of meetings, prepares and presents detailed written reports, and oversees the administrative work, including notifications, maintenance of records and files, processing, correspondence, coordination with other agencies, preparation

of minutes, etc.

- Attends, participates in, and makes effective presentations at public meetings and hearings with the County Commissioners and other commissions, councils, boards, citizen groups and special meetings as required by the Director
- Manages difficult conversations with staff, applicants, developers, and the public while maintaining code compliance
- Testifies in court on zoning, planning, permitting, inspections and land development matters as necessary
- Conducts field investigations in relation to compliance with the zoning and land development regulations as required
- Completes assigned tasks accurately and by established deadlines
- 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 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, and makes recommendations regarding the division's personnel, including hiring and disciplinary action
- Performs other related duties assigned by the Deputy Director or 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
- AICP certification preferred
- Thorough knowledge of the principles, practices and objectives of zoning, planning, permitting, and other similar regulations with the ability to read, analyze and interpret job relevant materials & tools including financial reports, spreadsheets and legal documents
- Working knowledge of federal, state and local planning and zoning programs
- Working knowledge of all laws, regulations and ordinances assigned to the Department for administration and enforcement which pertain to the zoning, permitting, licensing and land development functions
- Working knowledge of budgetary and administrative practices
- Strong time management and workflow prioritization skills with the ability to manage multiple tasks with accuracy and by established deadlines from intake to approval
- Experience with Planning Commission and Building, Planning and Zoning preferred
- Proficient computer skills in Microsoft Office Suite programs sufficient to perform the essential functions of the position; some knowledge of GIS preferred
- 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
- 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.