

**Worcester County
Job Opportunities**

DEPARTMENT: COMPREHENSIVE PLANNING
JOB TITLE: PLANNER I/II
COMPENSATION: PLANNER I GRADE 16/STEP 1 \$35,710 ANNUALLY/\$17.17 HOURLY OR
PLANNER II GRADE 18/STEP 1 \$39,371 ANNUALLY/\$18.93 HOURLY
APPLICATION PERIOD:

JOB SUMMARY: This individual will be responsible for all aspects associated with the Comprehensive Planning Department and may be responsible for the supervision of associated support staff. This individual will be supervised by the Director of Comprehensive Planning 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 Planning Commission and other 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 program, forest conservation program, Chesapeake Bay Critical Area program, etc.
- Prepares and submits accurate, thorough, and professional grade review letters, reports, plans, studies, special reports, regulations, etc. and able to 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 planning, zoning and/or natural resources functions;
- 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;
- Adheres to the Worcester County Government Personnel Rules and Regulations;
- Other duties as assigned by the Director or the Director's designee.

QUALIFICATIONS AND SKILLS:

- **Planner I** - Bachelor's Degree in Planning or a related field; or an Associates 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.
- **Planner II** - Master's Degree in Planning or a related field; or a Bachelor's Degree in Planning or a related field with at least two (2) years of recent planning, zoning and/or natural resources experience; or an Associate's Degree in Planning or a related field with at least four (4) years of recent planning, zoning and/or natural resources experience; or at least eight (8) years experience in a planning, zoning and natural resources related field.

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 one's self 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 bend, stoop, lift and carry objects up to 20lbs., and operate general office equipment to accomplish assigned tasks.

SAFETY ANALYSIS:

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