

JOB SPECIFICATION

TITLE: Director of Planning, Housing, & Zoning

DEFINITION:

This is administrative and professional work at the management level in the office of Planning, Housing, & Zoning (“PHZ” or “Department”). This position serves at the pleasure of the City Manager; receives planning-related guidance from the Pocomoke City Planning Commission and direction from the City Manager. The employee plans for, manages, and supervises the daily work of the Department and provides for supervision of its employees (if any). Work is reviewed periodically through conferences with the City Manager. Advises and provides technical assistance to the Planning Commission and the Board of Zoning Appeals; represents City at other meetings, task force, and boards at the national, state, regional and local levels. Interacts with County agencies on a regular basis. At present, serves as the only employee of the Department.

EXAMPLES OF WORK:

Renders technical assistance to the Planning Commission in the areas of land use planning, subdivision plan reviewing, housing, sewer and water planning, solid waste management, highway and road development, and historic preservation. Provides for immediate and long-range planning in cooperation with other agencies concerned with City development studies, economics, social, administrative and physical conditions of Pocomoke City; prepares surveys, data, summaries and design programs; keeps the City Manager and the Mayor & City Council currently informed of plans, programs and projects; renders technical assistance to the Planning Commission and the Board of Zoning Appeals in reviewing applications for buildings, conditional uses, variances, special exceptions, and subdivisions; provides for liaison between the Planning Commission and other governmental agencies; prepares the department input to the annual budget, prepares grant applications.

Prepares agendas and directs notification where required for the various boards; prepares new ordinances and amendments to existing ordinances as required; responsible for determining and assuring compliance with laws and ordinances and for issuing permits; notifies violators of pending actions and coordinates case preparation with the State’s Attorney; may be required to appear as a witness in cases involving prosecution. Reviews applications. Conducts administrative hearings. Reviews State Clearinghouse projects for consistency with the Comprehensive Plan. Reviews related State and Federal laws to determine and advise of impact on the City. Supervises preparation of the comprehensive plan and furnishes copies to the Maryland Department of Planning; follows up with periodic reports to show extent of execution of the comprehensive plan. Prepares and documents comprehensive sewerage, water and solid waste management plans and amendments thereto. Furnishes information and reports on natural resources to various interest parties, to include technical information to potential industrial developers

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in Pocomoke City. Physically shows potential industrial resident available resources. Interprets City Zoning Code.

Supervises staff assigned to the Department and makes recommendations regarding the Department's personnel matters in accordance with City Personnel Rules and Regulations, including hiring and disciplinary action.

Performs other duties as assigned. Applicants should note that, at present, this position carries out the duties of the Department from regulatory inspection and enforcement through the planning and advise phases.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state, regional and City planning practices and principles and of the social, economic implications of planning. Understanding of land-use concepts, population density and annexation problems. Working knowledge of State laws pertaining to City and regional planning; public housing and urban development and redevelopment. Familiarity with federal laws and administrative procedures as they pertain to local planning; assistance in rural, public housing and public facilities, loans and grants. Skill in preparing charts and maps and in interpreting statistical data. Ability to work effectively with the public and groups concerning planning; ability to plan, organize, assign, supervise and inspect the work of professional and technical personnel; public speaking ability. Ability in meeting and dealing successfully with the public and public officials; able to write professional and technical planning reports and papers. Ability to travel to attend meetings and to attend regular night meetings.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE:

Degree in urban and rural planning. Experience preferred. Management and supervisory skills. Must have experience and/or training on preparation and management of departmental and/or project budgets.

REQUIRED LICENSES AND CERTIFICATES:

Maryland Class C Driver's License
Member of the "American Institute of Certified Planners" (AICP) Preferred – must obtain within three years of hire.

CONDITIONS OF EMPLOYMENT:

Substance Abuse Test: Must pass a pre-employment urinalysis test for designated controlled dangerous substances.

Criminal Background Check: Must pass a Criminal Background Check.

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Driving Record: May have no more than four (4) points on driving record at the time of hire and while employed by the City.

Personnel Rules and Regulations: Must comply with the terms of the Pocomoke City Personnel Rules and Regulations, including the Substance Abuse Policy, while employed by the City

DESIRABLE ADDITIONAL QUALIFICATIONS:

Working knowledge of GIS is strongly preferred