



## Director of Planning and Zoning/Zoning Administrator

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn as a **Director of Planning and Zoning/Zoning Administrator** during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
  - **Vested in just five (5) years.**
  - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual Salary of \$93,496 - \$149,448 starting..**

If our **Director of Planning and Zoning/Zoning Administrator** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



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<b>JOB TITLE:</b>	Director of Planning and Zoning/Zoning Administrator	<b>GRADE:</b>	18
<b>DEPARTMENT:</b>	Planning and Zoning	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	County Administrator		

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**GENERAL DEFINITION OF WORK:**

Performs advanced professional and administrative work directing/coordinating the activities of a local government comprehensive planning and zoning department. Key responsibilities include managing department staff, preparing and revising Comprehensive Plans and ordinances, supervising plan and permit reviews for compliance, preparing and managing the departmental budget, and serving as an advisor to elected officials, the Planning Commission, and the Board of Zoning Appeals. The Director also administers programs such as Forest Conservation, Land and Historic Preservation, GIS and school adequacy. The department prepares and administers the amendment process for multiple land use ordinances. Prepares department budget. The Director is the liaison to the Planning Commission. Supervision is exercised over all department personnel.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Plans, organizes, directs and develops short and long-range planning activities, services and programs.
  - Oversees the administration, development and amendment of guidance and regulatory documents such as the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, Forest Conservation Ordinance and the Adequate Public Facilities Ordinance.
  - Oversees the development and administration of functional plans including the Water and Sewerage Plan, Solid Waste Management and Recycling Plan, and the Land Preservation, Parks and Recreation Plan.
  - Oversees the plan review process for subdivisions and site plans.
  - Researches, drafts and recommends amendments to planning related ordinances and regulations.
  - Participates in the development of the Capital Improvement Plan to ensure consistency with the Comprehensive Plan and local planning efforts.
2. Enforces local zoning laws to ensure that land use and development activities comply with adopted plans and ordinances.
  - Oversees review of permit applications for zoning compliance.
  - Oversees the investigation/inspection of ordinance violations and participates in the enforcement of corrective measures.
3. Hires personnel, administers disciplinary measures, trains, directs and assigns work. Conducts performance evaluations and revises job classifications. Prepares departmental budget and monitors expenditures.
- 4.
5. Provides direction and oversight of the administration of land preservation staff and programs. Department acts as staff support for the Agricultural Advisory Committee.
6. Provides direction and oversight of GIS staff. Responsible for data collection, manipulation, analysis and mapping for the Department.
7. Provides direction and oversight of historic preservation initiatives. Department acts as staff support for the Historic District Commission.
8. Develops, submits and manages various grant applications.
9. Provides expert advice and support to the local elected officials and the County Administrator.



10. Represents the County on or before state agencies, municipal governments, civic groups and organizations and various committees, commissions and boards.
11. Often required to attend meetings and presentations beyond normal working hours and evenings.
12. Performs related tasks as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles, practices and objectives of local planning and the interrelationship of social and economic problems and comprehensive plans affecting the resources of the County; thorough knowledge of basic statistical and research principles applied in the collection of various economic and planning data and of the methods and procedures involved in the preparation and submittal of comprehensive reports and recommendations. Thorough knowledge of State and local zoning ordinances and regulation. Ability to supervise, give direction to, discipline and evaluate the performance of subordinate personnel; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; ability to establish and maintain effective working relationships with associates, government officials, other agencies and the public. Ability to interpret legislation and determine local effects. Excellent customer service with skills in communication, public speaking, diplomacy and conflict resolution.

#### **EDUCATION AND EXPERIENCE:**

Bachelor's Degree or any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business administration, planning, economics or related field and extensive increasingly responsible experience in planning, land use, capital programming, budgeting and/or zoning administration. Master's Degree in Planning desirable. American Institute of Certified Planner (AICP) is preferred. Seven to ten years "hands-on" increasingly responsible experience in planning, land use, capital programming, budgeting and/or zoning administration.

#### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual activity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The employee is not subject to adverse environmental conditions although some tasks may require development site visits and traversing uncertain terrain.

#### **SPECIAL REQUIREMENTS:**

Washington County, MD residency or ability to meet residency requirement within six (6) months of appointment; possession of a valid driver's license.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



**Easy Ways to Apply:**

1. Visit our website at <https://www.washco-md.net/jobs/>  
or
2. Complete and email an Application to [HR@washco-md.net](mailto:HR@washco-md.net)  
or
3. Complete and mail Application to:  
**Washington County Human Resources Department,**  
**100 W. Washington Street, Room 2300,**  
**Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:**

**OPEN UNTIL FILLED**