



Senior Planner

Please take a look at what you can expect to earn as a **Senior Planner** during your first year as a full time Employee with Washington County Government:

- ✓ **Six (6) Paid Personal Days**
- ✓ **Ten (10) Paid Vacation Days**
- ✓ **Fourteen (14) Paid Holidays; plus 3 partial paid holidays.**
- ✓ **Fifteen (15) Paid Sick Days**
- ✓ **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 57,678.00**

If our **Senior Planner**, 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.

JOB TITLE:	Senior Planner	GRADE:	13
DEPARTMENT:	Planning & Zoning	FLSA STATUS:	Exempt
REPORTS TO:	Director of Planning & Zoning		

GENERAL DEFINITION OF WORK:

Performs intermediate professional and responsible administrative work providing the County with current and long-range land use planning, performing current planning efforts and occasional comprehensive planning tasks focusing on the administration of the subdivision and zoning ordinance requirements. Direction is provided by the Director of Planning and Zoning.

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. Implements and enforces ordinances and regulations concerning land development in Washington County.
2. Reviews subdivision plats, site plans, forest conservation plans, and forest stand delineations; logs information into computer. Prepares report for rezoning cases.
3. Coordinates meetings to discuss, negotiate and resolve conflicts related to development proposals. Composes and presents summary of meetings and makes recommendations to Planning Commission.
4. Reviews, analyzes, routes, coordinates and makes recommendations regarding requests for variances, various applications, delineations and plans.
5. Assists the public, elected and public officials, private sector consultants, engineers, planners, surveyors, attorneys, realtors, etc. with planning, land use, engineering, natural resource and environmental related questions.
6. Prepares a variety of reports, makes presentations to various boards and commissions.
7. Reviews and comments on development projects with respect to the requirements of the Adequate Facilities Ordinance.
8. Assist in efforts to identify and update land use policies, goals, and objectives in the County Land Development Plan.
9. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices and objectives of local planning and local and State laws related to land use and land development including knowledge of the Washington County Subdivision Ordinance, Zoning Ordinance, Forest Conservation Ordinance, Comprehensive Plan, Adequate Public Facilities Ordinance, and Building Excise Tax Ordinance. Understand how these ordinances and laws apply to the review of development projects. General knowledge of the local, State and Federal planning programs and procedures. Ability to exercise Judgment in analyzing facts or circumstances surrounding issues. Knowledgeable of the interrelationship between review agencies regarding complex development review projects. Ability to supervise the performance of professional planners and clerical personnel. Ability to communicate ideas effectively both orally and in writing. Ability to establish and maintain effective working relationships with the public.



EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a degree in Planning or related field and 5 years' experience in planning principles and land use regulations, computers/GIS applications, enforcement provisions, principles of transportation planning. A combination of post graduate education and experience in a related field may be considered equivalent to 5 years of experience.

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 fingering, and repetitive motions; 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 acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Master's degree in urban or regional planning, engineering, landscape architecture, architecture, public policy, or related field preferred, American Institute of Certified Planner (AICP) is preferred, possession of a valid driver's license.

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

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS

Form I-9 employment eligibility verification documentation upon request.

Easy Ways to Apply:

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

Internal Candidates are required to use an Internal Application (including resume) when applying.

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:

Tuesday, June 6th, 2023 @ 4:00pm

Revised: 8/2011; 1/2019; 5/2023