

**Worcester County
Job Opportunities**

DEPARTMENT: DEVELOPMENT REVIEW AND PERMITTING
JOB TITLE: ZONING ADMINISTRATOR
COMPENSATION: NON-CLASSIFIED/DEPENDENT ON QUALIFICATIONS
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: Under general supervision, reporting directly to the Deputy Director, this individual is responsible for all aspects associated with the Zoning section of the Department as well as the supervision of the zoning staff. This includes supervision of all zoning activities and related responsibilities.

MARYLAND STATE RETIREMENT: This position will automatically participate in the Maryland State Retirement System. Membership is mandatory for employees that work over 500 budgeted hours in the fiscal year. As a member, 7% of your budgeted annual salary will be calculated, divided by 26 and deducted from your biweekly paycheck and sent to your account at Maryland State Retirement System.

GENERAL REQUIREMENTS:

- Drug and Alcohol Testing
- Pre-employment background check and motor vehicle history

DUTIES AND RESPONSIBILITIES:

- As a management level employee, directly supervises zoning activities in terms of the level of service, procedures and personnel, including planners, planning/zoning technicians, etc., and for associated administrative functions.
- Directly administers, supervises the administration of or participates in the administration of local regulatory measures.
- Serves as the Chairman of the Technical Review Committee, makes presentations to same, and oversees scheduling and conduction of meetings and all associated administrative functions.
- Schedules the Planning Commission and Board of Zoning Appeals meetings, makes presentations to such boards and oversees administrative work associated with same, including notifications, maintenance of records and files, processing, correspondence, coordination with other agencies, preparation of minutes, etc..
- Participates in and makes effective presentations at meetings and public hearings of the County Commissioners and performs administrative work associated with same.
- Assists the public in those processes associated with the zoning functions.
- Leads or assists in the preparation and submission of land use plans, related studies, special reports, zoning and land development regulations, etc. and the supervision and administration of same.
- Researches and organizes data and attends meetings as requested by the Director.
- Testifies in court on zoning and land development matters as necessary.
- Conducts field investigations in relation to compliance with the zoning and land development regulations as required.
- Attends and participates in meetings with the County Commissioners and other commissions, councils, boards, citizen groups and special meetings as required.
- Makes recommendations regarding staff personnel matters in accordance with the County's personnel rules and regulations, including hiring and disciplinary action.
- Supports and enforces Worcester County Personnel Rules and Regulations, safety programs, and records retention schedules.
- Performs other related duties assigned by the Director or Deputy Director.

QUALIFICATIONS AND SKILLS:

- Graduation from an accredited college or university with a Bachelor's Degree in Planning, Engineering, Architecture or Business Administration and five years of recent zoning experience or an equivalent combination of education and experience.
- Thorough knowledge of the principles, practices and objectives of zoning, planning, permitting, and other land use regulations.
- 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 and land development functions.
- Knowledge of the principles and procedures to be used in the preparation and submission of zoning,

- permitting and land use regulations.
- Working knowledge of budgetary and administrative practices.
- Ability to express one's self clearly and effectively, both in writing and verbally.
- Above average oral and written communication skills necessary to prepare reports, prepare and deliver public presentations, provide leadership and motivation to department employees, communicate effectively and courteously with coworkers and the general public.
- Proficient computer skills required, some knowledge of GIS preferred but not required..
- Valid driver's license and driving record of less than 4 points (MD).

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 10 lbs. No known significant hazard risk.