

Anne Arundel County Government
PLANNING ASSISTANT

OPENING DATE: October 18, 2018

CLOSING DATE: Until Filled

SALARY RANGE: \$50,000 to \$75,000 Annually

POSITION DESCRIPTION:

This posting will be used to fill Contractual Planning Assistant positions in the Development Division of the Office of Planning and Zoning. The candidates for this professional position will be expected to perform entry to mid-level land planning and development review tasks.

The Planning Assistant will be responsible for performing or assisting in the review, evaluation and processing of residential, commercial and industrial subdivisions, development applications, building permits and grading permits for compliance with Anne Arundel County Code, Landscape, Forest Conservation, Critical Area and Town Center criteria.

The Development Division of the Office of Planning and Zoning is responsible for the review and approval of all commercial and residential minor and major subdivisions, residential and commercial grading permits, Site Development Plans, and major projects which support economic development and the Economic Development Corporation. The Division is responsible for enforcement of all environmental regulations during plan review processes. Additionally, the Development Division is responsible for the review, tracking and decision on all modifications to the subdivision regulations, modifications for permits being reviewed by the Division, and provides comments to the Zoning Division on most variance and special exception applications

QUALIFICATIONS:

A bachelor's degree from an accredited four-year college or university with course work in land planning or a closely related field including, but not limited to, Geography, Geology, Social Science, Public Administration, Public Policy Analysis, Geospatial Analysis, Cartography, Landscape Architecture, Civil Engineering, Environmental Science, Natural Resource Planning; one or more years of experience in land planning work or a related field; and a valid non-commercial Class C motor vehicle operator's license.

SUPPLEMENTAL QUALIFICATIONS:

Preference will be given to applicants with the following:

- 1) Knowledge and experience in applying subdivision regulations, zoning ordinance, landscape regulations, critical area, adequacy of public facilities, parking, town center and landscape ordinances as well as, other development related and environmental regulations.
- 2) Experience with Federal, State and local government codes and environmental regulations.
- 3) Development Plan Review, Environmental Science or Environmental Planning education or experience.
- 4) Knowledge of principles of planning, zoning, subdivision and land use.
- 5) Ability to read and interpret site plans, architectural plans and associated development documents.
- 6) Ability to succinctly convey ideas and requirements in oral (ex: presentations, meetings) and written format (ex: reports, summaries, recommendations, letters).
- 7) Strong customer service experience to include telephone and face to face contact with the public, outside agencies, appointed and elected officials and co-workers.
- 8) Proficiency beyond beginner level in MS Office.
- 9) Ability to establish and maintain effective working relationships with colleagues, representatives of other agencies in a multi-disciplined team environment.

Applications/resumes may be sent to Jean Tinsley at: pztins39@aacounty.org

Or mail to:

Jean Tinsley

Anne Arundel County

Office of Planning and Zoning, MS 6401

P.O. Box 6675

Annapolis, MD 21401

Questions contact: 410-222-7450