

Council Members:
Marlene Duff
Joseph Renehan
James Roark
Wayne H. Thomas
David Unglesbee

Christopher M. Nevin
Mayor



Town of Hampstead

Tammi Ledley
Town Manager

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www.hampsteadmd.gov

Assistant Zoning Administrator – Hampstead, Maryland

Position Title: Assistant Zoning Administrator

Municipality: Town of Hampstead – Hampstead, Maryland 21074

Agency Type: Municipal Government

Salary: \$45,000 - \$49,000, based on experience

The Town of Hampstead is seeking an Assistant Zoning Administrator to provide the following services: organizing and managing assigned land use planning activities; administering land use ordinances and policies; maintaining and updating Comprehensive Plan and Master Plans in accordance with Carroll County and State law; coordinating projects with internal and external reviewing agencies to obtain reliable and complete information for processing and reporting; maintaining project files; enforcing Town Code; providing information to Town Manager / Zoning Administrator, Mayor and Council, Planning and Zoning Commission, Board of Zoning Appeals and the public.

Examples of Duties:

- Maintain positive contact with general public and development community in planning and zoning matters.
- Review and process various permits.
- Prepare for and attend Planning & Zoning Commission meetings and Board of Zoning Appeals case hearings.
- Review development plans and subdivisions for compliance with applicable codes.
- Process amendments and prepare updates to the Comprehensive Plan.
- Serve as primary backup for Administrative Assistant for individuals calling or entering Town Hall.

Typical Qualifications:

- Knowledge in planning, zoning and development related matters. Bachelor's Degree or equivalent is preferred. Combinations of experience and training that meet the minimum qualifications may be substituted.
- At least three (3) years of experience in planning, zoning, development or a closely related field.
- Working knowledge of Microsoft Office and related software.
- The ability to read codes and ordinances, general and specific plans, development agreements and general correspondence.
- The ability to perform general math calculations and statistical analysis.
- The ability to write reports, Town Codes, amendments, plans, projects, technical analysis, and general correspondence.
- Position requires the ability to be self-motivated, organized, and detail oriented. Ability to follow broad instructions, objectives, and policies.

Office hours are Monday through Friday, 8:30 a.m. – 4:30 p.m. Applicants must be U.S. Citizens, High School Graduates, and have a valid driver's license.

Benefits include: Medical and Dental Insurance; Life, AD&D and Short-Term Disability Insurance and 457B Retirement Fund Program Participation.

Please visit us online at www.hampsteadmd.gov to complete an application. Applications are located under the News and Announcements section.

Applications will be accepted through Thursday, January 23, 2020 and can be hand-delivered, mailed, emailed or faxed to:

Christy Collins
Human Resources Specialist
Town of Hampstead Town Office
1034 South Carroll Street
Hampstead, Maryland 21074
Telephone: 410-239-7408
Fax: 410-239-6143
Email: ccollins@hampsteadmd.gov