

**THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING
COMMISSION**

invites applications for the position of:

**Planning Supervisor
(Grade 30, 11780)**

An Equal Opportunity Employer

SALARY: \$71,266.00 - \$124,203.00 Annually**OPENING DATE:** 03/16/20**CLOSING DATE:** 04/03/20 11:59 PM**DESCRIPTION:**

The Prince George's County Planning Department of The Maryland-National Capital Park & Planning Commission is seeking an experienced supervisor to facilitate and manage a section of our planning team to help shape the future of one of the nation's largest, most diverse counties. We are looking for an experienced manager with exceptional supervisory skills to lead, support, and implement a variety of projects assigned to the Department. The ideal candidate should have a proven track record of successful supervisory experience, strong project management skills, effective stakeholder outreach and engagement, and the ability to work collaboratively within teams, across agencies, and with elected officials at all levels of government.

Job Description

The selected candidate will manage and direct the work program of a staff that includes Planner Coordinators, Senior Planners, Planners, Principal Planning Technicians, and Senior Planning Technicians; prioritize the work program and assist with budget preparations; serve as facilitator of multiple planning and implementation projects; monitor staff work performance and prepare performance appraisals; and represent the Planning Department on key issues and programs. As Planning Supervisor, you will play a leading role that oversees the review of various development applications that include, but are not limited to, detailed site plans, preliminary plans of subdivision, tree conservation plans, natural resource inventories and permitting. The Supervisor will also play a key role in environmental policymaking and legislative decisions that affect development and planning in Prince George's County. The position reports to the Division Chief and is part of the division management team.

EXAMPLES OF IMPORTANT DUTIES:

1. Plans, schedules and assigns work to staff. Monitors work performance and identifies areas of improvement. Develops and trains staff in planning policy and procedure. Evaluates performance of staff and prepares and administers performance appraisals. Conducts staff meetings. Provides technical guidance on planning methodologies and approaches. Prepares annual budget requests. Recommends work plan projects.
2. Develops policy and procedures for division in collaboration with the division management team. Utilizes innovative planning and policy analysis to achieve work program goals and objectives. Works with top management in the Department to establish goals and objectives for designated planning programs and major policy initiatives. Establishes unit work standards to accomplish work program assignments.
3. Serves as project facilitator ensuring adequate resources to meet project objectives. Oversees the hiring and management of consultants. Manages regular communication with upper management and works with the Planning Board, County Council, and other high-level public officials to keep them apprised of progress on planning projects and to elevate and resolve difficult planning issues in a timely and effective manner.

4. Responds to and/or oversees staff responses to sensitive and complex inquiries or requests for information from residents, community leaders, developers, attorneys, and public officials at the municipal, state and federal levels. Identifies and establishes relationships with development, finance, and real estate resources, education, and professional organizations for their input, best practices, and technical assistance to meet project objectives.
5. Serves as a source of expertise in deliberations of the Planning Board, County Executive, and County Council. Serves on county and state committees that exist for the purpose of promoting, reviewing, or coordinating various aspects of the planning functions, or whose activities may impact upon the agency's planning program.
6. Serves as acting division chief when needed. Leads or serves as facilitator for Department-wide special purpose teams to establish new policies and programs for the Department, or for the purpose of evaluating and recommending improvements to existing Department programs and procedures.

MINIMUM QUALIFICATIONS:

1. Master's degree in planning, architecture, parks, engineering, environmental science, public administration, or related fields and six years of progressively responsible professional level planning experience that included at least three years of supervisory experience or project leadership and coordination experience.
2. Or an equivalent combination of education and experience.

SUPPLEMENTAL INFORMATION:

Preferred Qualifications:

- Membership in the American Institute of Certified Planners.
- Proven ability to supervise, mentor, counsel and develop staff to meet work program objectives, in accordance with progressive planning principles and best practices.
- Demonstrated ability to manage or facilitate complex, multi-year projects involving an array of stakeholders, sensitive political issues and challenges, and diverse communities.
- Strong communication skills, oral and written, and the ability to maintain collaborative relationships with elected officials and other key stakeholders.
- Ability to work with all levels of government and established communities in a diverse innovative planning environment.
- Knowledge of Arc GIS software.

SUPPLEMENTAL INFORMATION:

Candidates selected for interviews will be asked to prepare a writing sample at the conclusion of their interview. The Prince George's County Planning Department is currently located in historic Upper Marlboro, Maryland. Free onsite parking is available for employees. In the foreseeable future, the Department will be moving to a newly renovated, state-of-the-art building in Largo, Maryland, conveniently located near Metro and I-495.

The M-NCPPC offers a competitive salary range of \$71,266 to \$124,203 at the Planning Supervisor level with an excellent benefits package. Salary is commensurate with education and experience. The Commission is an equal opportunity employer and encourages applications from minorities, females, and persons with disabilities.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.mncppc.org/jobs>

Job #11780
 PLANNING SUPERVISOR (GRADE 30, 11780)
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OUR OFFICE IS LOCATED AT:
 6611 Kenilworth Avenue
 Suite 103
 Riverdale, MD 20737
 301-454-1411
recruit@mncppc.org

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Planning Supervisor (Grade 30, 11780) Supplemental Questionnaire

- * 1. Do you have a Master's degree in planning, architecture, parks, engineering, environmental science, public administration, or related fields and six years of progressively responsible professional level planning experience that included at least three years of supervisory experience or project leadership and coordination experience?
 Yes No

- * 2. Do you have an equivalent combination of education and experience?
 Yes No

- * 3. Describe your supervisory experiences including the number of employees supervised and the level of the positions under your supervision.

- * 4. Please explain in detail the approaches you have used to enhance employee performance and skills.

- * 5. Describe your experience, successes and challenges managing a complex work program.

- * Required Question