# Planner IV

**Grade: 9**

**FLSA: Non-Exempt**

**Date: 03/17**

**Job Summary:** Provides technical information to County staff and citizens regarding development codes and regulations; provides expertise and carries out duties related to the County’s Land Preservation program; performs other duties as assigned.

**Essential Functions:**

1. Provides technical information to supervisors and citizens regarding land development regulations; carries out work related to County land preservation efforts.
2. May:

* develop draft goals, objectives, policies, and implementation strategies as requested for updates to the Comprehensive Plan;
* advise and assist the public and development professionals on general zoning and subdivision/development requirements;
* provide property specific analysis of site conditions, legal status, development potential and limitations, etc.;
* advise and assist other staff planners and county agencies to ensure compliance with regulations and local and state programs;
* perform education and outreach regarding environmental and land preservation regulations, programs, issues and opportunities;
* provide staff support (site visits, mapping and analysis, reports, and help prepare applications) for land preservation activities--REPI, Rural Legacy, MALPF, Mitigation projects;
* assist the Department of Recreation and Parks with updates to the Land Preservation, Parks and Recreation Plan related to sections on Agricultural Preservation and Natural Resources;
* provide land-use and regulatory information for the South County Tourism Plan;
* serve as a member of the County/NAS PAX Planners group coordinating issues related to EUL, AICUZ, land preservation through federal programs;
* research sites available for development and occupancy for businesses looking to re-locate or expand.

1. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain advanced knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Expert knowledge of department practices and procedures as related to public planning;
4. Knowledge of the procedures, practices, and concepts of public planning;
5. Expert knowledge of relevant Federal, State, and local regulations;
6. Ability to effectively communicate with other staff members; ability to coordinate, advise, and work with other professionals;
7. Ability to supervise and motivate assigned staff;
8. Ability to prioritize and multitask;
9. Ability to review and analyze existing information and make informed and sound decisions; ability use available resources to research information;
10. Ability to prepare and analyze comprehensive reports; ability to keep accurate records;
11. Excellent written and oral communication skills;
12. Ability to operate relevant computer systems, including hardware and software.

**Education and Experience:**

1. Bachelor’s degree;
2. Three years or more of experience or additional education in a specialized area;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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Department Head Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date