# Planner IV – Supervisor

**Grade: 9**

**FLSA: Exempt**

**Date: 09/20**

**Job Summary:**  Supervises the Development Services Division of the Land Use and Growth Management Department; ensures development proposals and new subdivisions comply with ordinances and subdivision regulations; has the responsibility for public notifications for public hearings of the Planning Commission; reviews non-residential building construction plans; performs other duties as assigned.

**Essential Functions:**

1. Supervises and motivates assigned staff, ensures continuing education opportunities are made available to staff, completes annual personnel evaluations of staff.
2. Supervises site plan review for development projects and subdivision review within the department; is responsible for the timely and accurate review of site plans and subdivisions.
3. Reviews non-residential building construction plans in conjunction with the review of the plans by the Fire Marshal Fire Protection Engineer.
4. Is responsible for meeting public hearing deadlines and assuring public notice requirements have been met, including posting to BoardDocs.
5. Assigns staff to projects and edits staff reports; prepares staff for presentations to the Planning Commission; attends Planning Commission meetings as presenter or in support of staff making the presentation.
6. Organizes and conducts meetings of the Technical Evaluation Committee.
7. Assists in writing amendments to the Zoning and Subdivision Ordinances; contributes to relevant portions of the comprehensive plan.
8. Administers the County’s Forest Conservation Act program.
9. Prepares the division’s portion of the department’s annual budget.
10. Performs other duties as assigned.

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

1. Ability to motivate staff who are supervised and provides opportunities for continuing education in current and comprehensive planning.
2. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures.
3. Ability to act as a representative of St. Mary’s County Government to the public.
4. Expert knowledge of department practices and procedures related to site development, new subdivisions, and current planning.
5. Has knowledge of the procedures, practices, and concepts of public planning.
6. Has the ability to effectively communicate with staff in the department and throughout County government; members of the public, notably surveyors and engineers; professional development review staff from other agencies.
7. Has the ability to supervise and motivate assigned staff.
8. Must have excellent written and oral communication skills.
9. Must be able to operate relevant computer systems, including hardware and software.

**Education and Experience:**

1. Bachelor’s degree and experience in current planning and development review; experience with customer service assisting applicants through governmental property development approval processes; a record of leadership based on experience; or

2. Minimum eight years of experience in current planning and development review; experience with customer service assisting applicants through governmental property development approval processes; and a record of leadership based on experience; and

3. Pursuing certification for membership in the American Institute of Certified Planners,

if not a current member.

**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