



## **Employment Opportunity**

Comprehensive Planner I - Department of Comprehensive Planning

\$21.43 hourly salary (Grade C11)

40 hour position with a full benefit package

***Apply By: Wednesday, June 5, 2019 @ 5:00 p.m.***

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**GENERAL RESPONSIBILITIES** Provides information, analysis and guidance for comprehensive planning processes, activities, and studies consistent with acceptable planning concepts and practices in accordance with Federal, State and local laws, within the goals and objectives of the Department of Comprehensive Planning.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Apply current principles, practices, laws and regulations for planning, zoning, and land development
2. Conduct surveys and field studies, compile data and prepare reports for rezoning, annexations, development regulations, zoning ordinances and other planning activities
3. Develop and maintain statistical information, tables and reports
4. Assist in the development of and updates to comprehensive plans, zoning ordinances and other planning documents
5. Review proposed development plans for consistency with the Comprehensive Plan parameters and provide comments
6. Assist with developing and implementing citizen participation programs
7. Provide liaison service to assigned municipalities
8. Provide project information, participate in work groups and attend public meetings
9. Conduct mapping and GIS analysis to support planning efforts
10. Perform related duties as to specific assignments
11. Any employee may be identified as Essential Personnel during emergency situations
12. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
13. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

## **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in urban, regional or community planning or related field\*
  2. Two years professional land use experience\*
- OR**
3. Master's degree in urban, regional, or community planning or related field\*
  4. One year professional land use experience\*

\*A comparable amount of training and experience may be substituted for the minimum qualifications.

A Carroll County Government job application is required for these positions. **Apply on-line: [www.carrollcountymd.gov](http://www.carrollcountymd.gov)**  
Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call  
(410) 386-2129 for employment inquiries

**Posted: 5/15/19  
(19-115)**

**Carroll County is an equal opportunity employer**

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.