THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION

invites applications for the position of:

Senior Planner (Grade 22, 12527)

An Equal Opportunity Employer

SALARY: $54,066.00 - $92,517.00 Annually

OPENING DATE: 03/05/20

CLOSING DATE: 04/02/20 11:59 PM

DESCRIPTION:
The Prince George's County Planning Department of The Maryland-National Capital Park and Planning Commission is seeking a Senior Planner to join our planning team. Under supervision, this position performs professional level planning work involving varying levels of responsibility, complexity and diversity. Work assignments include regulatory review; transportation forecast modeling; development review applications and referrals; growth management modeling; pedestrian, bicycle, transit, and motor vehicle transportation studies; and land use, community, and public facilities planning for Prince George's County. Assignments may be performed as part of a work team/group or independently and are designed to support the division/section and increase the knowledge and experience level of the incumbent. Performs other related duties as assigned.

EXAMPLES OF IMPORTANT DUTIES:
1. Provides a wide range of technical expertise to facilitate the regulatory review process for the transportation elements of all development application types. Tasks include drafting transportation referrals for preliminary plans of subdivision, conceptual and detailed site plans, etc., reviewing pre-acceptance applications, site plans, prior development approvals, subdivision regulations and zoning ordinances, community plans, motor vehicle traffic studies and models, pedestrian and bicycle adequacy studies, and visiting sites, if necessary.
2. Combines transportation planning and data analysis to support and develop advanced computer models for transportation planning and growth management.
3. Develops travel demand modeling applications to support countywide transportation planning efforts and regulatory development reviews.
4. Attends Planning Board and District/County Council hearings and clarifies relevant transportation issues and data analysis when necessary.
5. Reviews plans and permits to approve/disapprove building, grading or other permits, which include intricate elements such as complex approval conditions, applicable codes, and/or conflicting precedents that make interpretations difficult. Identifies problems and changes needed for relevant code and resolution compliance.
6. Writes and develops planning reports, correspondence, plans, and other materials. Explains technical planning issues and advanced computer model findings to support research conclusions and recommendations. Develops and designs charts, graphs, maps, statistical data, and other exhibits as appropriate.
7. Participates in preliminary planning work for various geographies in Prince George's County. Contributes to County planning efforts to evaluate existing and long-term multimodal transportation facilities; assesses the impact of development proposals and
planned infrastructure for community plans, forecast models, and other department efforts.

8. Provides a wide range of technical assistance to enhance and support presentations to planning officials, community and business groups, the general public, County Council, etc. Develops and prepares visual and written materials for presentations as directed. Answers questions based on materials presented.

9. Communicates with a wide range of individuals that may include residents, developers, engineers, advocates, architects, attorneys, department planning staff, and other agencies for the purpose of providing or obtaining routine information and answering questions, especially related to countywide transportation facilities, transportation levels-of-service, and regional transportation trends.

10. Serves on committees, task forces, special intra-department teams for the purposes of contributing technical expertise to achieve goals and objectives of work efforts.

Important Employee Characteristics

1. Knowledge of the regulatory development review process and various application types including the order of approvals.
2. Experience with travel demand modeling applications and development.
3. Knowledge of County zoning and subdivision codes as they relate to property development and the requirements for development in the County.
4. Knowledge of County geography, general planning department functions, and basic principles and concepts of land use and transportation planning.
5. Knowledge of TransCAD transportation planning software and/or TRANSIMS Transportation Analysis Simulation Systems software.
6. Ability to review and understand technical and analytical reports, plans, and correspondence, including engineering drawings, transportation studies, and site plans.
7. Ability to integrate big data applications into travel demand forecast models.
8. Ability to effectively communicate technical issues and reports to a non-technical audience through presentations, written correspondence, etc.
9. Ability to analyze and research planning issues and policies and apply basic principles to solve problems involving multiple variables and develop recommendations and conclusions.
10. Is organized, detail oriented and accurate, and can effectively prioritize their own work in the context of department practices and established time frames.
11. Has skill in the use, operation, and application of Microsoft Office software, especially the Microsoft Office suite; GIS mapping software; and travel demand modeling software.

MINIMUM QUALIFICATIONS:
1. Master's degree in planning, architecture, parks, engineering, environmental science, or equivalent disciplines related to job function and one year of progressively responsible professional level planning experience;
2. OR an equivalent combination of education and experience.

SUPPLEMENTAL INFORMATION: PLEASE NOTE: Interested candidates should submit a cover letter and resume along with their application.

The Prince George's County Planning Department is currently located in historic Upper Marlboro, Maryland. 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 $54,066 to $92,517 at the Senior Planner 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.

**Working Conditions**

Works in an office. Field work may be necessary depending on job assignment. May be required to attend and/or facilitate public meetings with members of the community in the evening or on weekends.

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

**OUR OFFICE IS LOCATED AT:**
6611 Kenilworth Avenue
Suite 103
Riverdale, MD 20737
301-454-1411
recruit@mncppc.org

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**Senior Planner (Grade 22, 12527) Supplemental Questionnaire**

* 1. Do you have a Master’s degree in planning, architecture, parks, engineering, environmental science, or equivalent disciplines related to job function?
  - [ ] Yes  [ ] No

* 2. Do you have one year of progressively responsible professional level planning experience?
  - [ ] Yes  [ ] No

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

* 4. Please describe your experience working with transportation forecasting models.

* Required Question