**Position Vacancy Announcement**

<table>
<thead>
<tr>
<th>Position</th>
<th>Planner</th>
<th>Opening date</th>
<th>May 16, 2022</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Planning and Zoning</td>
<td>Closing date</td>
<td>May 31, 2022</td>
</tr>
<tr>
<td>Pay range</td>
<td>$62,940 - $106,101 (A13)</td>
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**JOB SUMMARY**

Performs a wide variety of professional municipal planning including long range and planning studies, and does related work as required.

**ESSENTIAL JOB FUNCTIONS**

- Reviews and processes applications for Special Exception, Variances, buildable lot letters, zoning determinations, Major and Minor Subdivision, Site Design review, Planned Unit Developments and other related applications;
- Performs municipal planning and related work in accordance with established policies.
- Represents City before the Board of Appeals and Planning Commission;
- Writes ordinances to amend and revise zoning code;
- Analyzes geographic information, creates maps, manages GIS;
- Participates in Census activities on behalf of the City;
- Participates in long range planning and research activities such as data management, land use, transportation and environmental policies.
- Enforces the provisions of the zoning and subdivision regulations of the City code;
- Responds to general public inquiries on the telephone, e-mail, and walk-ins;
- Acts as Liaison with State of Maryland Chesapeake Bay Critical Area Commission;
- Reviews, maintains records, and tracks all development and redevelopment within the City Critical Areas;
- Provides information to the State through Quarterly Critical Area Reports;
- Tracks State changes to Critical Area regulations to ensure City compliance and enforcement;
- Amends City forms and Code as needed;
- Performs site visits for verification of compliance with the City's Critical Area Program;
- Reviews and evaluates environmental projects such as Simplified Buffer Management Plans, Minor and Major Buffer Management Plans and stream restoration plans;
- Serves as grant coordinator for City Critical Area program;
- Represents the City at State Chesapeake Bay Critical Area Commission, Sub-committee hearings;
- Performs special studies as requested by the Planning Director;
- Drafts memoranda and letters on planning issues, problems and questions;
- Trains applicants, the general public and City personnel on Critical Area regulations; and
- Performs other related job duties as assigned.
**QUALIFICATIONS**

**Education and Experience**
Bachelor’s Degree or Master’s Degree from an accredited university in Planning, Landscape Architecture, Architecture, Public Administration or a related field; and two (2) years of experience in local government planning or a related field or combination of equivalent education and experience.

**Special Qualifications:**
Certification from the American Institute of Certified Planners is preferred.

**Knowledge, Skills and Abilities:**
- Knowledge of planning practices and principles and of the socioeconomic implications of planning;
- Knowledge of land use concepts, population density and annexation issues;
- Knowledge of existing and newly adopted technologies.
- Skills working with graphics and GIS;
- Skill in oral and written communications;
- Ability to assist in preparing comprehensive city plans;
- Ability to deal effectively with citizens and groups interested in city planning;
- Ability to exercise judgement in problem-solving;
- Ability to operate small office equipment, including copy machines or multi-line telephone systems;
- Ability to operate computers for data entry, word processing and/or accounting purposes; and
- Ability to operate highly technical computer applications, such as GIS or CAD.

**PHYSICAL/MENTAL DEMANDS**
The work is sedentary work, which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:
- Balancing ability: sufficient to maintain body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Fingering ability: sufficient to pick, pinch, type, or otherwise work, primarily with fingers rather than with the whole hand as in handling.
- Grasping ability: sufficient to apply pressure to an object with the fingers and palm.
- Handling ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Hearing ability: sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Reaching ability: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking ability: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing ability: Particularly for sustained periods of time.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; to read and write reports, correspondence, instructions, etc.
• Walking ability: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.

**APPLICATION PROCESS**

Candidates must complete a City of Annapolis application online at [https://www.annapolis.gov/237/Jobs-with-the-City](https://www.annapolis.gov/237/Jobs-with-the-City). A completed application may instead be hand delivered to the City of Annapolis Office of Human Resources by the closing date. Paper applications are available by email request to HR@annapolis.gov. Return the completed application to the same email address.

All qualified applicants will receive consideration for employment, without any consideration of political or religious affiliation or belief, race, color, sex, age, family status, national origin, marital status, disability, veteran status, genetic information, sexual orientation, or gender identity. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.