



Charles County Government Planning Technician

SALARY	\$28.46 - \$31.99 Hourly \$55,497.71 - \$62,379.71 Annually	LOCATION	MD 20646, MD
JOB TYPE	Full-time	JOB NUMBER	2023-00778
DEPARTMENT	Planning & Growth Management	DIVISION	PGM - Planning
OPENING DATE	11/01/2023	CLOSING DATE	11/14/2023 11:59 PM Eastern

Summary

**THIS IS A READVERTISEMENT.
PREVIOUS APPLICANTS NEED NOT APPLY.**

Performs technical and administrative work in support of the division. Assists in the development of staff reports; coordinates meeting arrangements; responds to citizen requests; and serves as a clerk to the boards and commissions.

Essential Job Functions

- Coordinates and may perform plan review for a variety of plans, applications and permits, to ensure compliance with County Ordinances, codes, and regulations.
- Coordinates review comment letters for assigned program area.
- Prepares and modifies documents including correspondence, letters, forms, reports, memos, presentations, and emails.
- Provides guidance in completing various applications and forms, making sure applicants understand the permitting and planning processes and the necessary information and attachments required to submit a complete and accurate permit application.
- Responds to inquiries from architects, contractors, builders, and the public; explains and interprets requirements and restrictions. Directs applicants to appropriate agencies/reviewers, as necessary.
- Prepares data and statistical reports. Researches and compiles background data for planning studies and maintains current project files.
- Assists in development of findings and staff reports for projects presented to various boards, committees and citizen groups.
- Compiles and reports data for inclusion in the Planning Commission annual reports and the annual Board of Education facilities master plan.
- Serves as clerk to the boards and commissions. Responsible for scheduling meetings, preparing agendas, coordinating Public Notices, recording the proceedings, preparing and distributing minutes, and managing the day to day operation of assigned board or commission.
- Performs general administrative duties in support of the division.
- Performs other related job duties as assigned.

Qualifications, Knowledge, Skills, and Abilities

Education and Experience:

Associate's degree in related field. Two (2) years of experience in a planning or a development agency, or a related field, or an equivalent combination of education, experience and training.

Licenses or Certifications:

Must possess a valid driver's license.

Special Requirements/Qualifications:

Work is subject to frequent interruptions.

Required to work outside of normal hours of operation, including evening hours.

This position is required to receive climate competency training level 1.

Knowledge, Skills and Abilities:

- Knowledge and understanding of land use planning studies, policies, codes and site plans.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to exercise initiative, make sound independent decisions, deal with non-routine matters and assist in routine managerial decisions.
- Ability to perform plan, application, and permit reviews effectively.
- Ability to manage a wide range of duties in a timely and effective manner, including timely permit processing and routing during periods of frequent interruptions.
- Ability to provide excellent customer services and assist customers through difficult processes.
- Ability to review plans and/or proposals for conformance to the pertinent codes and planning studies.
- Ability to coordinate projects with other staff divisions, departments and agencies.
- Ability to maintain files and records.
- Ability to communicate effectively orally and in writing.
- Ability to compile data and prepare reports.
- Ability to establish and maintain effective working relationships with others encountered in the work.

Additional Information

PHYSICAL DEMANDS

The work is sedentary with frequent periods of light physical activity and is performed in office surroundings. Typical positions require workers to walk or stand for long periods; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing. Attendance at some evening meetings is required.

WORK ENVIRONMENT

Principal duties of this job are performed in a general office environment.

Department/Division: Planning and Growth Management/Planning

Pay Grade: 112

FLSA Status: Non-Exempt

Telework Eligible: No

Reports to: Planning Supervisor

Supervises:

None

Agency

Charles County Government

Department

Planning & Growth Management

Address

200 Baltimore Street

La Plata, Maryland, 20646

Planning Technician Supplemental Questionnaire

***QUESTION 1**

As employees of Charles County Government, we are public servants. What does being a public servant mean to you?

***QUESTION 2**

What are you looking for in a supervisor?

* Required Question