



Charles County Government

RPT Planning and Development Supervisor

SALARY	\$39.73 - \$52.04 Hourly \$77,466.18 - \$101,480.70 Annually	LOCATION	Port Tobacco, MD
JOB TYPE	Full-time	JOB NUMBER	2023-00751
DEPARTMENT	Recreation, Parks, & Tourism	OPENING DATE	09/21/2023
CLOSING DATE	Continuous		

Summary

**THIS POSITION IS OPEN UNTIL FILLED
WITH A BEST CONSIDERATION DATE OF NOVEMBER 10, 2023.**

JOB SUMMARY

Within the Department of Recreation, Parks and Tourism, this position performs supervisory management for a variety of land use planning, park development, natural conservation, CIP project management, and related construction of parks and recreation facilities. This position engages with the community through the development of various park and recreation plans including park design plans, feasibility studies, and master plans including the Land Preservation, Parks and Recreation Plan. Applies principles and concepts to complex professional planning projects. Responsible for a major functional area within the department.

Essential Job Functions

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- Supervises planning staff, construction staff, and project teams responsible for the management of specialized planning and construction work in an assigned functional area.
- Assign and review work, and take actions to adjust work, staffing and operations to meet requirements. Select, train, and evaluate staff, and take appropriate actions to improve performance when necessary. Initiate actions regarding hiring, transfer, promotion, payroll, leave, performance, and other personnel actions.
- Monitors staff functions and initiate appropriate corrective actions as necessary.
- Develops, reviews, and evaluates studies, complex master plans, conceptual design, site plans, studies, reports, and proposals and take or recommend appropriate actions.
- Management, reporting, and adherence of all requisites for Maryland Program Open Space program including the development and updating of the Land Preservation, Parks and Recreation Plan every 5 years.
- Applies various specialized analyses including environmental, land use, area and structure, storm water management, conservation, economic and/or demographic, and statistical analysis as appropriate to projects to discern relevant issues and facts and formulate appropriate recommendations.
- Coordinates studies and projects, as necessary; make referrals and follow through on actions with agencies as necessary.

- Fiscal analysis and management of various project budgets. Provide recommendations for various grants and funding opportunities. Work with partnering agencies to secure additional funding.
- Oversees various capital and construction (CIP) projects specific to the Recreation, Parks, and Tourism department.
- Serves as liaison between the department and other agencies for a variety of applications and reviews to ensure the appropriate regulations are being met.
- Serves as final authority in decisions regarding specific project or case management decisions.
- Engagement through public outreach, collection of public input and data, to assist in planning and development of equitable and accessible facilities.
- Performs field visits and site inspections when necessary.
- Serves on boards and committees and work groups as assigned, providing technical support and assistance, often representing the County on a regional or state-wide basis. Make presentations before the public, County Commissioners, and the Planning Commission.
- Administers various programs as assigned.
- Performs other related job duties as assigned.

Qualifications, Knowledge, Skills, and Abilities

QUALIFICATIONS

Education and Experience:

Bachelor's degree required, master's degree preferred in Planning, Parks and Recreation Management, or related field. Six (6) years of progressively responsible professional planning experience, or an equivalent combination of education, experience and training.

Licenses or Certifications:

Must possess a valid driver's license.

Special Requirements/Qualifications:

AICP Certification (must receive within 12 months of employment)

Subject to work beyond the normal scheduled hours of work.

This position is required to receive climate competency training level 2.

Knowledge, Skills and Abilities:

- Knowledge of the principles, concepts and practices of land use planning and allied disciplines.
- Knowledge of principles and practices of supervision, training, and personnel management.
- Knowledge of effective techniques of supervision.
- Ability to determine the specific tasks and assignments to be performed, independently handling or assigning to staff new, unusual problems and deviations encountered in the work.
- Ability to be innovative and detail-oriented.
- Ability to manage multiple, high priority assignments.
- Ability to monitor, manage and supervise the work of an assigned functional area within the planning division.
- Ability to perform technically sound land use and related studies and formulate appropriate recommendations.
- Ability to interpret and apply applicable ordinances and rules and regulations to varied land use and related situations.
- Ability to develop and interpret planning and land use policies.
- Ability to develop and manage a functional or project budget.
- Ability to maintain records and prepare related reports and correspondence.
- Ability to communicate effectively orally and in writing, including public presentations.
- Ability to establish and maintain effective working relationships with others encountered in the work.

PHYSICAL DEMANDS

The work is sedentary with frequent periods of light physical activity and is performed in office and field surroundings. Typical positions require workers to walk or stand for long periods; walk over uneven terrain; 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.

WORK ENVIRONMENT

Principal duties of this job are performed in a general office environment with occasional field work.

Department/Division: Recreation, Parks, and Tourism
Pay Grade: 117
FLSA Status: Exempt
Telework Eligible: Yes
Reports to: Deputy Director
Supervises: Parks and Grounds Construction Project Manager

Agency

Charles County Government

Department

Recreation, Parks, & Tourism

Address

8190 Port Tobacco Rd.

Port Tobacco, Maryland, 20667

RPT Planning and Development Supervisor Supplemental Questionnaire

***QUESTION 1**

Do you currently possess an AICP Certification?

- Yes
 No

***QUESTION 2**

The position you are applying for requires an acceptable driving record. The Charles County Government employee driving policy states that employees will be considered to have an acceptable driving record if ALL of the following statements are true: - I do not exceed a maximum of four (4) points on my driving record. - I do not have a suspended or revoked license. - I do not have a single motor vehicle violation, conviction, or plea of Nolo Contendere, or the acceptance of Probation Before Judgment (PBJ) involving the use of alcohol, illegal drugs, refusal to take an alcohol or drug test, or the misuse of legal over-the-counter medication for any of these violations. - I have not demonstrated a pattern of unsafe vehicle operation as evidenced by moving violations or single infraction of such severity (e.g., eluding a police officer; evading responsibility; failure to yield to a pedestrian in a crosswalk, reckless driving, etc.). According to these guidelines, do you have an acceptable driving record?

- Yes
 No

* Required Question