



Planning & Zoning Director – Job Posting

Location: Pocomoke City, Maryland

Classification: Full-Time, Exempt

Reports To: City Manager

Salary Range: \$70,000 – \$85,000 (commensurate with experience)

Position Summary

Pocomoke City, Maryland is seeking an experienced and visionary Planning & Zoning Director to oversee all planning, zoning, and land use functions for the city. This position plays a central role in guiding sustainable growth, protecting the city's historic character, and ensuring that development aligns with the strategic goals of the Mayor and City Council. The ideal candidate will bring a balance of technical expertise, leadership ability, and a passion for community engagement.

Key Responsibilities

- Administer and enforce the City's zoning ordinances, subdivision regulations, and comprehensive plan.
- Lead periodic updates to the comprehensive plan to ensure it reflects current and future needs.
- Research and recommend zoning amendments, land use policies, and development guidelines.
- Ensure compliance with state and federal land use laws and regulations.
- Review and approve development proposals, site plans, permits, and subdivision applications for compliance with zoning, environmental, and design standards.
- Coordinate technical review meetings with applicants, city departments, and external agencies.
- Monitor active projects to ensure adherence to approved plans and conditions.
- Serve as lead advisor and staff liaison to the Planning & Zoning Commission.
- Prepare reports, presentations, and recommendations for the Mayor, City Council, and commissions.

- Manage public hearing processes, ensuring transparency, compliance, and effective communication.
- Meet with residents, developers, and business owners to discuss zoning, permitting, and development processes.
- Conduct outreach to ensure the community understands planning goals, processes, and upcoming projects.
- Mediate and resolve land use disputes where possible through collaboration and education.
- Work closely with Economic Development, Public Works, Code Enforcement, and other departments to ensure a coordinated approach to development.
- Assist in long-range capital improvement planning and infrastructure alignment with land use goals.
- Identify and secure grant funding to support planning initiatives, infrastructure improvements, and revitalization projects.
- Oversee special planning projects such as downtown redevelopment, housing studies, and environmental planning efforts.
- Manage department budget and resources effectively.
- Supervise planning and zoning staff, consultants, and contractors as assigned.
- Maintain accurate planning records, maps, and GIS data.

Minimum Qualifications

- Bachelor's degree in Urban Planning, Public Administration, Geography, Architecture, Civil Engineering, or a closely related field (Master's degree preferred).
- Minimum of 5 years of progressively responsible experience in planning, zoning, or land use management, preferably in a municipal or county government setting.
- Certification with the American Institute of Certified Planners (AICP) preferred, or ability to obtain within 18 months of hire.
- Strong understanding of land use law, zoning codes, comprehensive plans, subdivision regulations, and site plan review processes.
- Proficiency with Geographic Information Systems (GIS) for mapping and analysis.
- Experience interpreting and applying building, environmental, and development codes.
- Knowledge of grant funding opportunities related to planning, infrastructure, and development.
- Proven ability to manage multiple complex projects while meeting deadlines.
- Strong public speaking and presentation skills for community meetings, public hearings, and council sessions.
- Ability to build consensus among diverse stakeholders, including elected officials, residents, and the development community.
- Demonstrated skill in preparing clear, concise reports and recommendations for decision-making bodies.
- Must possess a valid driver's license.
- Must establish residency within 30 miles of Pocomoke City within 45 days of hire.

Benefits

- Competitive salary of \$70,000 – \$85,000 based on qualifications and experience.
- Comprehensive benefits package including health insurance, retirement plan, and paid leave.
- A leadership role with direct impact on the city's growth and quality of life.

How to Apply

Submit a cover letter, resume, and three professional references online at:

<https://www.cityofpocomoke.com/city-job-application-form>

Applications will be reviewed on a rolling basis until the position is filled.

Pocomoke City is an Equal Opportunity Employer. We celebrate diversity and are committed to building an inclusive leadership team that reflects the community we serve.