



Senior Planner

Essential Job Duties and Responsibilities:

- Administers or participates in the administration of local regulatory measures.
- Provides administrative support to the Planning Commission and Board of Zoning Appeals, including maintenance of records and files, basic analysis of site plans, reports and data, preparation of correspondence, staff reports, agendas, meeting notifications/minutes, and coordination with other agencies, etc.
- Performs day-to-day planning and zoning activities including review, basic analysis and processing of site plans, subdivision plats, bonds, annexations, etc. to ensure compliance with applicable laws and in accordance with a deadline.
- Prepares and submits accurate and thorough review letters and reports, etc., and conducts the supporting analysis.
- Assists in the preparation of effective presentations for public meetings and hearings of the City Council and other public meetings and carries out associated administrative work.
- Assists the public in processes associated with the planning and zoning functions.
- Attends and participates in meetings with the City Council, the Planning Commission, and Board of Zoning Appeals as well as other commissions, councils, boards, citizen groups and special meetings as required.
- Assists in the administration and enforcement of the rental licensing program.
- Conducts field inspections in relation to compliance with the zoning and land development regulations as required.
- Comply and enforce safety programs, policies and work safely.
- Ensures confidentiality of information and records and complies with record retention schedule.
- Adhere to the City of Pocomoke Personnel Rules and Regulations.
- Carries out other duties as required.

Qualifications and Skills:

- Graduation from a high school or vocational school diploma, plus six (6) years of recent planning/zoning experience, or graduation from an accredited four-year college or university with a Bachelor's Degree in Planning or a related field with at least four (4)

years of recent planning/zoning experience or graduation from an accredited four-year college or university with a Master's degree in Planning or a related field with at least two (2) years of recent planning/zoning experience.

- Experience in reading site plans and code research preferred, but not required. AICP certification preferred, but not required.
- A working knowledge of the principles, practices and objectives of the planning and zoning functions; working knowledge of federal, state and local planning, and/or zoning programs and related legislation or policies as well as knowledge of their principles as applied to local planning and or zoning work; a working knowledge of the laws, regulations and ordinances assigned to the Department for administration and enforcement, which pertain to the planning and/or zoning functions.
- Basic knowledge of the principles and procedures to be used in the preparation and submission of comprehensive plans, rezonings, land use regulations and special studies.
- Computer literate (word processing, spreadsheets), with a basic knowledge of GIS preferred but not required.
- Ability to express oneself accurately clearly and effectively, both in writing and verbally.
- Ability to follow verbal/written instructions; keep records/logs; complete written forms; and to communicate effectively with the public and coworkers.
- Ability to apply acquired knowledge to increasingly varied and complex tasks.
- Professional, personable demeanor and appearance.
- Ability to work effectively with little supervision and minimal direction.
- Self-starter that takes initiative and has a sense of urgency.