



TOWN OF
Princess Anne

Town of Princess Anne
30489 Broad Street
Princess Anne, MD 21853
410-651-1818

Commissioners
Joseph Gardner, President
Orlando Taylor, Vice President
Lionel Frederick, Commissioner
Marshall Corbin, Commissioner
Shelley Johnson, Commissioner

Planning and Zoning Coordinator Position

Salary Range: \$25.50- 28.50 per hour Exempt, F/T or P/T with a Full Range of Benefits

Job Summary: Performs difficult technical and administrative work, interprets, and enforces Zoning Ordinances and related land use and development ordinances. Thorough knowledge of principles, practices and techniques of planning and zoning; thorough knowledge of the various types of codes and regulations pertaining to land use and zoning; ability to present the results of field inspections and research effectively verbally and in written form; ability to establish and maintain effective working relationships with associates, government officials, representatives of other agencies and the general public; ability to interpret and apply legal requirements and standards; and excellent interpersonal skills. Performs related work as required.

Required Knowledge, Skills, and Abilities: • Knowledge of planning and land use law and theory, growth management law and theory, environmental law and theory, and current planning/zoning/land use trends. • Knowledge of land/legal descriptions and basic knowledge of land surveying. • Training in and/or working knowledge of Geographic Information Systems (GIS), MS office and related computer software applications. • Map, plan, and plat reading and interpretation skills. • Knowledge of intergovernmental operations. • Skill in communicating and educating effectively, both orally and in writing. • Skill in effectively communicating with developers, members of the public, elected officials, and other employees. • Ability to work in a team environment with multiple disciplines. • Ability to organize and analyze information and formulate recommendations. • Willingness/ability to be flexible regarding work schedule, including work before/after regular work hours, overtime hours and/or weekends as necessary to support Town requirements.

Educational Requirements: Bachelor's Degree in Land Use Planning or a related field. • Up to 3 years professional experience in planning field strongly desired. • AICP licensure or plans to secure AICP within two years strongly desired. • Skills in project and development application management.

Physical Requirements: • Ability to regularly sit, work, perform tasks manually and by computer for extended periods. • This position requires a moderate degree of skill in problem-solving and decision-making; memory recall as it pertains to relaying details in an oral/written format, and in reading, writing, and speaking. • Moderate lifting (up to 40 lbs.) Status: Full time, exempt The Planning and Zoning Coordinator reports to the Town Manager.

Licenses and Certificates: Possession of a valid driver's license equivalent to a noncommercial, class C Maryland driver's license is required at the time of appointment.

Closing Date: Friday, October 20, 2023

How to apply: Send a completed Town application and detailed resume to: e-mail info@townofprincessannemd.gov (preferred submission) or Hiring Manager, Town of Princess Anne 30489 Broad Street, Princess Anne, Maryland 21853.

For additional information, visit www.townofprincessanne.org

The Town of Princess Anne is an Equal Opportunity Employer.