# Senior Planner

**Grade: 10**

**FLSA: Exempt**

**Date: 09/21**

**Job Summary:** Manages the Planning Division, which consists of a staff of three. This diverse work center includes long-range, environmental, and regional transportation planning through the metropolitan planning organization; historic preservation; and adequate public facilities capital facilities planning. The Planning Division staff report directly to the Senior Planner.The Senior Planner manages long-range County planning projects and plan implementation; ensures that informational and public hearing reports for the Commissioners of St. Mary’s County and the Planning Commission are thoroughly researched, professionally written and edited, and professionally presented; participates in writing ordinances necessary to implement plans; develops and monitors budgets; directs the collection, evaluation, distribution, and maintenance of data. The Senior Planner accomplishes department objectives by supervising staff; assigning and monitoring work; training and cross-training; and allocating professional growth opportunities. The major project for the Senior Planner currently underway is the update to the 2010 county comprehensive plan. Performs other duties as assigned.

**Essential Functions:**

1. The work week of the Senior Planner involves project management, reviewing the work of the Capital Facilities Planner and the Historic Preservation / Metropolitan Planning Organization Planner and working on Division assignments as a professional planner.
2. Manages current and long-range County planning projects and plan implementation;encourages and facilitates resident participation in planning.
3. Conducts annual personnel evaluations, sets and maintains qualitative and quantitative benchmarks for staff, responsible for ensuring staff obtains the training and continuing education necessary to provide excellent customer service.
4. Prepares and monitors the Division’s budget.
5. Directs the collection, evaluation, distribution, and maintenance of mapped and tabular geographic and land management data.
6. Ensures the County complies with the requirements of the Calvert-St. Mary’s Metropolitan Planning Organization.
7. Maintains the County’s comprehensive water and sewerage plan.
8. Ensures the timely completion of the Planning Commission Annual Report.
9. Supports the efforts of the historic preservation commission; ensures the ongoing surveying of historical resources and County participation in state programs for historic preservation.
10. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain advanced knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Demonstrated ability to mentor, cross-train, supervise, and evaluate a diverse team of professional planners and support staff;
4. Expert knowledge of department practices and procedures;
5. Has expert knowledge of public planning, including federal, state, and local planning regulations and best practices;
6. Expert knowledge of relevant local, state, and federal regulations regarding planning programs and policies;
7. Ability to effectively communicate with other Department staff members; ability to coordinate, advise, and work with other professionals, elected officials, and residents;

8. Excellent written and oral communication skills;

9. Ability to operate relevant computer systems.

**Education and Experience:**

1. Bachelor’s degree in urban planning or related field;
2. AICP preferred
3. A minimum of three years’ experience at the supervisory level in a governmental or private sector planning department;
4. A minimum of five years’ professional, full-time, planning experience, public or private sector; or
5. A combination of education and planning experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date