## Senior Planning Specialist, Dept. of Land Use and Growth Management Grade 5: Development Services Division

## FLSA: Non-Exempt Date: 05/24

**Job Summary:** Provides direct administrative and clerical support for office operations of the Development Services Division in the Department of Land Use and Growth Management. Performs other duties as assigned.

## Essential Functions:

1. Provides administrative support to staff of the Development Services Division to meet goals and objectives;
2. Answers phones and directs calls to appropriate staff members and/or takes and delivers messages; assists visitors and staff with any inquiries;
3. Receives site plan and subdivision submittals; checks applications for accuracy; completeness, makes sure all agency approvals have been received at appropriate stages in the review process;
4. Enters submitted projects into Central Square;
5. Logs and scans submittals; maintains files and databases; assembles staff reports and agency comments for copying and distribution to all relevant parties; prepares mailouts and meeting packets;
6. Maintains and manages records relevant to the Development Services Division.
7. Assists with the coordination and organization of office workload to ensure the smooth and efficient working of the Development Services Division and Department;
8. Calculates, collects, and validates fees;
9. Updates Central Square for receipt and distribution of all incoming and outgoing project submissions and resubmissions;
10. Maintains BoardDocs for the Planning Commission;
11. Posts the Planning Commission Agenda and Minutes to the County Website;
12. Performs other duties as assigned.

## Required Knowledge, Skills, and Abilities:

1. Ability to gain working 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. Ability to gain knowledge of the staff, activities, and operations of the Development Services Division;
4. Ability to effectively communicate with other Department staff members; ability to coordinate, advise, and work with other professionals, elected officials, and residents;
5. Ability to prioritize and multitask;
6. Ability to operate relevant computer systems, including hardware and software, and basic office machines; and
7. Basic math and language skills.

## Education and Experience:

1. Associate degree or higher from an accredited college or university in Urban Planning, Business Administration, Public Administration, or related field; or
2. Two or more years of related experience; or
3. Equivalent technical training, education, and/or experience.
4. Knowledge of land use, zoning, and zoning ordinances is beneficial;
5. A valid Maryland driver’s license.

## 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 workplace 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Director Date

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date