# Senior Planning Specialist, Dept. of Land Use & Growth Management

**Grade 5: Long Range Planning Division**

## FLSA: Non-Exempt

**Date: 04/24**

**Job Summary:** Provides administrative support for the Long-Range Planning Division, whose diverse work consists of regional transportation planning, environmental efforts, historic preservation, and adequate public facilities; Performs other duties as assigned.

**Essential Functions:**

1. Provides administrative support to staff of the Long-Range Planning Division to meet goals and objectives;
2. Serves as support for a wide variety of boards and commissions, including Historic Preservation Commission, Commission on the Environment, and Calvert-St. Mary’s Metropolitan Planning Organization (C-SMMPO);
3. Assists in coordinating public meetings, initiatives, and events; attends and provides staff support as needed, to include occasional evenings;
4. Answers phones and directs calls to appropriate staff members and/or takes and delivers messages; assists visitors and staff with any inquiries;
5. Types and drafts correspondence; maintains schedules; logs and scans submittals; maintains record files and databases; prepares mailouts and meeting packets;
6. Maintains the Calvert-St. Mary’s MPO website and Historic Preservation Commission webpage, keeping content current to ensure accurate information reaches the public;
7. Assists with division’s annual budget preparation;
8. Prepares legal ads and meeting spaces for public hearings/meetings; responsible for ensuring legal notices are properly posted;
9. Assists in preparing agendas and posting to BoardDocs as needed;
10. Drafts press releases and coordinates with the County’s Public Information Office;
11. Assists Division Manager with tasks related to the County’s Comprehensive Water and Sewerage Plan;
12. Performs other duties as assigned.

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

1. Ability to gain thorough understanding of St. Mary’s County Government policies procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Ability to effectively communicate with other Department staff members; ability to coordinate, advise, and work with other professionals, elected officials, and residents;
4. Ability to gain knowledge of relevant local, state, and federal regulations regarding planning programs and policies;
5. Ability to read, edit and write technical documents and correspondence;
6. Ability to understand office procedures and ability to operate modern office equipment including computer hardware and software;
7. Ability to prioritize and multitask; and

10. Ability to learn how to perform minor edits to Department website.

**Education and Experience:**

1. Associate’s degree or higher from an accredited college or university in Transportation Planning, Urban Planning, Business Administration, Public Administration, or related field;
2. Two (2) years of experience in land use planning and/or experience working on a professional level with governmental agencies, community groups and organizations preferred;
3. An equivalent combination of education and experience;
4. 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.

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Department Director Date

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

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Employee’s Signature Date