



Employment Opportunity

Comprehensive Planner I - Department of Comprehensive Planning

\$21.43 hourly salary (Grade C11)

40 hour position with a full benefit package

Apply By: Friday, November 16, 2018 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Provides information, analysis and guidance for comprehensive planning processes, activities, and studies consistent with acceptable planning concepts and practices in accordance with Federal, State and local laws, within the goals and objectives of the Department of Comprehensive of Planning.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Apply principles, practices, laws and regulations for planning, zoning, and land development
2. Conduct surveys and field studies, compile data and field studies and prepare reports for rezoning, annexations, development regulations and other planning activities
3. Develop and maintain statistical tables and reports
4. Assist in the development of and updates to comprehensive plans, zoning ordinances and planning documents
5. Review proposed development plans, and provide comments
6. Assist with developing and implementing citizen participation programs
7. Provide liaison service to municipalities
8. Conduct mapping and GIS analysis to support planning efforts
9. Provide project information, participate in work groups and attend public meetings
10. Perform related duties as to specific assignments
11. Any employee may be identified as Essential Personnel during emergency situations
12. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution

EDUCATION AND EXPERIENCE

1. Bachelor's degree in urban, regional or community planning or related field*
 2. Two years professional land use experience*
- OR
3. Master's degree in urban, regional, or community planning or related field*
 4. One year professional land use experience*

*A comparable amount of training and experience may be substituted for the minimum qualifications.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Requires criminal background check prior to employment

A Carroll County Government job application is required for these positions. **Apply on-line: crgovernment.carr.org**
Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call
(410) 386-2129 for employment inquiries

Posted: 10/23/18
(19-37)

Carroll County is an equal opportunity employer