



Employment Opportunity

Development Review Coordinator I

Bureau of Development Review

\$21.11 hourly salary (Grade C11)

40 hour position with full benefit package

Apply By: Monday, December 18, 2017 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Coordinates development review process with applicable regulations including Carroll County Zoning Code, Development and Subdivision Code, Carroll County Master Plan and the Development Handbook and in accordance with Federal, State and local laws.

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

1. Provide technical project review for assigned projects by facilitating the interagency review process and managing all associated citizen issues
2. Present assigned development projects to the Carroll County Planning & Zoning Commission, to include discussion of interagency review issues and citizen concerns
3. Review minor subdivision, basic site plans and use and common driveway plans against applicable regulations and guidelines, and communicate design issues and potential alternatives to developers, engineers, attorneys, and citizen advocates
4. Present basic project reviews and staff report findings at the monthly Technical Review Committee meeting for assigned projects, to include addressing issues and concerns raised by citizens
5. Meet with developers, engineers, attorneys, and citizens to review and/or discuss development plans and make recommendations regarding site design and layout
6. Conduct field inspections to verify development plans
7. Compile reports required by management, boards, commissions, or government agencies
8. Participate in work groups and attend public meetings
9. Apply principles, practices, laws and regulations related to development review
10. Address errors and complaints
11. Perform related duties as to specific assignments
12. Any employee may be identified as Essential Personnel during emergency situations

EDUCATION AND EXPERIENCE

1. Bachelor's degree in civil engineering, planning, architecture, or related field
2. Two years experience in land use planning, site plan design/review, civil engineering design, landscape architecture, construction management or related land development field*

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

CERTIFICATES, LICENSES REGISTRATIONS

1. Valid driver's license

A Carroll County Government job application is required for this position
Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call
(410) 386-2129 for employment inquiries

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Carroll County is an equal opportunity employer

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.