

## **Position/Title: Planning and Zoning Specialist**

### **Overview:**

The City of Frostburg seeks to hire a forward-thinking Planning and Zoning Specialist who possesses strong written and verbal communication skills to communicate with the public, builders/developers, and volunteer board and commission members and to explain and/or resolve land development related issues. The Planning and Zoning Specialist will investigate and analyze complaints and inquiries relating to land development, work closely with the Community Development team and other City departments involved in various development processes, research and investigate land use issues and recommend solutions, aid in managing projects to complete the development process, and recommend improvements to internal processes to enhance customer service to the public. This position also serves as staff support to three boards and commissions and reports to the Community Development Director.

In addition to excellent written and verbal communication skills, the ideal candidate is a curious self-starter who demonstrates a strong capacity for reading comprehension and attention to detail. This position involves completing time-sensitive tasks, so the ideal applicant should be comfortable completing tasks efficiently and within a set deadline. We are seeking a visionary candidate who is inspired by community-based initiatives, providing superior customer service, interdisciplinary teamwork, and the pursuit of best practices.

### **Responsibilities:**

1. Board and Commission Support
  - a. Provide administrative staff support for the Frostburg Planning Commission, including public notification, preparation of agendas, staff reports, minutes, and assist with training and administrative support needs.
  - b. Provide administrative staff support for the Frostburg Board of Zoning Appeals, including public notification, preparation of case files, agendas, and case summaries, and assist with training and administrative support needs.
  - c. Provide administrative staff support for the Frostburg Historic District Commission, including public notification, preparation of files, agendas, minutes, and certificates of review, and assisting with training and administrative support needs. Work with Community Development Director to develop larger initiatives within the Historic District
2. Permitting and Zoning Review
  - a. Provide day-to-day oversight of the building and land use permitting process, including assistance to applicants and professional consultants during the permitting process, review of permits prior to issuance for completeness, and coordination with inside and outside review agencies during the review process.
  - b. Review all major site plans and subdivision plats for compliance with the City's land use ordinances, including field inspection reports as needed, and coordination with

- the City Engineer, Water, and Street Departments as necessary, providing City review summaries to permit applicants and professional consultants.
- c. Coordinate required bonding, inspections, and incentives for subdivision developments.
3. Land Use Policies
    - a. Serve as primary point of contact for code interpretation inquiries.
    - b. Issue zoning certification letters.
    - c. Complete address assignments for new developments and correct addressing discrepancies on an as-needed basis.
    - d. Assist in updating the City's Subdivision and Land Development Regulations, Rental Housing code, and Zoning Ordinance, as needed, in collaboration with Community Development staff, the Frostburg Planning Commission, and the City Attorney.
  4. Reporting
    - a. Prepare quarterly and annual reports for the Maryland Department of Planning and the Maryland State Department of Assessments and Taxation.
    - b. Complete monthly financial reconciliations with the City Finance department.
    - c. Assist in preparing monthly Community Development Department reports.
  5. Other Focus Areas
    - a. Large-scale code enforcement initiatives
    - b. Housing initiatives, including but not limited to: rental housing, upper story redevelopment, blight elimination, and new mixed-use development
    - c. Play a key role in updating the City's ten-year Comprehensive Plan in collaboration with the Community Development Director and other key stakeholders.

This employee is also expected to provide assistance within the Department of Community Development as assigned by the Director.

## **Qualifications**

### Minimum Requirements

- A Bachelor's degree in any program or field that demonstrates a direct link to planning, land use, community development, public administration, or any related field.
- Valid and current Class C Maryland driver's license or equivalent from another State.
- Computer proficiency, including Microsoft Office and Excel, Google Suite, and cloud based software solutions.

### Preferred Experience

- Two (2) years of administrative experience explaining rules, regulations, and/or ordinances in a government agency, development agency, or similar environment; OR
- Two (2) years of professional-level experience gained in a public sector agency analyzing complex legislation, rules, and regulations, handling politically sensitive issues, and making recommendations/solutions based upon findings.

## **Desired Qualifications:**

An ideal candidate will have experience working in a land development agency with experience in communicating and problem solving in a fast paced environment. Candidates should possess a service-oriented mindset, a positive and forward-thinking attitude, and are expected to work well with the public and within a team environment. The candidate must be organized, reliable, and self-motivated. Strong customer service and business writing skills are a must, and organization and attention to detail is appreciated.

## **About the Community Development Department:**

The City of Frostburg serves approximately 7,000 full-time residents, a community of students from Frostburg State University, and thousands of tourists who visit the City each year. The Community Development Department is dedicated to ensuring a balance of housing, business, and recreational opportunities for the diverse cultures and communities of Frostburg. This is accomplished through comprehensive planning and enforcement of building standards, land uses, and environmental impacts. The Community Development Department works to improve the quality of life for residents and visitors by providing a framework for orderly growth while maintaining the highest level of public safety. The Department is comprised of four staff members, led by the Director of Community Development. The Commissioner of Finance presides over the Community Development Department.

## **Working Hours and Location:**

This employee is expected to report to work at the Frostburg Municipal Center, 37 Broadway, Frostburg, MD 21532. Work hours are 8 AM to 4 PM, Monday through Friday, in addition to 2 to 3 evening meetings per month. Occasional out-of-town travel may also be required for conferences and trainings.

## **Salary, Benefits, and Company Culture**

The hiring range for this full time, exempt status position is \$42,000 to \$52,000. The City offers all employees medical insurance, life insurance, optional dental and vision insurance, paid holidays, vacation, sick and safe leave, and participation in the Maryland State Pension System. All employees also receive additional wellness benefits, including a season pass to the Frostburg Pool, optional subsidized gym memberships, employee recognition lunches and holiday parties, and one free facility rental per year.

## **How to Apply**

Interested candidates must submit a letter of interest, resume, and three professional references to the City Administrator, City of Frostburg, 37 Broadway, Frostburg, MD 21532. Applications will be accepted until a qualified applicant is selected. The City of Frostburg is an equal opportunity employer. Interested applicants of all races and genders are encouraged to apply.