



City of Annapolis
 Office of Human Resources
 145 Gorman Street, 2nd Fl
 Annapolis, MD 21401-2535

• 410-263-7998 • Fax 410-295-7999 • TDD 410-263-7943 • www.annapolis.gov

Position Vacancy Announcement

Internal and External Applicants

Position	Chief of Comprehensive Planning (5004)	Opening date	February 21, 2020
Department	Planning and Zoning	Closing date	Open until filled
Salary range	\$79,229 - \$133,563 (A17)		

General statement of duties

Responsible to the Director of Planning and Zoning for the efficient performance of comprehensive planning activities, manages and supervises the work of employees within the division in developing and implementing plans; coordinates the activities of the division with activities of other division(s), City departments and jurisdictions; provides staff support and/or liaison to City boards and commissions, plan advisory committees and civic groups: acts on behalf of the Director in his/her absence.

Distinguishing features of the class

This is planning and administrative work on a high professional level performed under the general direction of the Director of Planning and Zoning. It requires a thorough grounding in the general principles and practices of planning and underlying physical, social and economic concepts. The administrative and supervisory aspects require managerial skills and experience; the external liaison aspects require strong interpersonal skills, knowledge of the community and good judgment.

Examples of work (illustrative only)

- Coordinates and integrates division functions;
- Manages division staff;
- Manages an annual budget for Comprehensive Planning and associated consultant contracts;
- Develops and makes revisions to the Comprehensive Plan, and recodifies city's zoning ordinance as needed;
- Conducts neighborhood/sector/corridor studies relating to land use, transportation, urban design, revitalization and other issues;
- Conducts public and community meetings on proposed plans and initiatives;
- Coordinates implementation of adopted plans with City departments, as well as with federal, state, regional and county agencies;
- Represents City related to planning and activities with federal, state, regional and county officials;
- Implements state planning mandates;
- Reviews zoning map and text amendments and annexation petitions;
- Maintains current demographic and related statistical data and projections;

- Develops and maintains geographic information mapping capability for the department;
- Writes grant applications;
- Acts on behalf of the Director in his/her absence;
- Performs related duties as required.

Required knowledge, skills and abilities

Thorough knowledge of the principles and practices of planning and the ability to apply these to the local setting; knowledge of relevant federal, state, county, and regional programs and policies and the ability to integrate them into the city's planning efforts. Specific skills and abilities include highly developed analytical and interpretational skills; ability to oversee simultaneously several work projects, each with its own time lines; ability to integrate the work of individual planners into a comprehensive work program; general managerial ability and administrative skills. Excellent oral and written communication skills; ability to deal with the public; ability to exercise sound judgment. Ability to attend frequent meetings outside of normal working hours.

Acceptable experience and training

Master's Degree in urban planning (or related field) and five years of progressively responsible planning experience including long-range planning. Some administrative and/or supervisory experience desirable. AICP membership preferred.

Americans with Disabilities Act

Physical ability: strength and agility sufficient to climb into and operate a passenger motor vehicle; to ambulate over rugged terrain, etc.; to stand for long periods while making planning presentations; ability to withstand working outside in bad weather conditions.

Visual ability: sufficient to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone and/or radio.

Freedom from mental disorders which would interfere with performance of duties as described.

Application process

Candidates must complete a City of Annapolis application form. Applications are available online at: <https://www.annapolis.gov/237/Jobs-with-the-City> Applications may be hand delivered or mailed to the Office of Human Resources. If mailed or hand delivered, the application must be received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.