

TOWN OF DELMAR
Position Description

Job Classification:	Planning & Zoning Director
Department:	Administration - Town Municipal Building
Direct Supervisor:	Town Manager Report directly to the Town Manager for all approved absences, sick, vacation, comp time, etc.
Supervision Exercised:	None
Schedule:	Mon. thru Fri. 8:00 a.m. - 4:30 p.m. Evening meetings are required and included in regular 40 hr. work week.

General Definition of Work

Plan reviews for various Town plans for the Planning & Zoning Commission; Maryland Board of Zoning Appeals and Delaware Board of Adjustments, including preparation of reports, follow-up processing and special projects as assigned. Respond to questions and request for information from individuals, departments, groups, or the general public regarding all Planning & Zoning

Essential Tasks

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Review site plans/preparation of reports for Planning Commission.
- Review rezoning requests/preparation of reports for Planning Commission.
- Review Town zoning text amendments/preparation of reports for Planning Commission.
- Compile agency comments for subdivision sketch plats for Planning Commission review.
- Review requests for Md Board of Zoning Appeals and De Board of Adjustments/prepare applicants background reports to be distributed to the Town Manager, Boards and P&Z Chairperson.
- Draft follow-up reports for Town Mgr and Council for Planning Commission and MD/DE Appeals Board decisions.
- Process information requests on approved cases, site plan approval process, etc.
- Provide the Clerk of Council with the necessary information pertinent to be included in the legal advertisements for Public Hearings. (i.e. Purpose, Date & Time of the Hearing as well as the date the Hearing should be posted in the local newspaper.)
- Responsible for posting site public notices – Board of Adjustments/Maryland Board of

Zoning Appeals Hearings.

- Review and approve new/renewal of Town business license application for issuance.
- Review commercial and residential building permit applications for issuance, perform required on-site construction inspections for final approval and issuance of certificate of occupancy.
- Assist with Code Enforcement compliance and issuance of violation citations when required.

Knowledge, Skills and Abilities

Must have strong organizational and conflict resolution skills.

Education and Experience

Bachelor's Degree Planning, Public Administration, Environmental Studies or Government.

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

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Special Requirements

Possession of a valid driver's license.

Revised 10/2022