

The Maryland-National Capital Park and Planning Commission

TITLE: Planning Information Review Supervisor GRADE: H CODE:4320
SERIES: Planning DATE: 1/13/88

Class Definition

Under direction, participates in the work of and supervises a small sub-professional staff to do one or more of the following: to give planning information to general public; review preliminary site plans; assign street addresses; and review applications for building permits and sign permits. Provides technical assistance to staff on complex or unusual cases. Performs other related duties as assigned.

Examples of Important Duties

1. Plans, schedules, assigns and supervises work of the staff. Interviews applicants and recommends applicants for employment. Trains new employees.
2. Communicates with the public by telephone or in person at the counter in Planning Department concerning questions about planning laws, policies, procedures, documents, maps and studies. Locates lots and adjacent areas on zoning maps, street maps, and tax maps to verify mailing address, legal address, and zoning classification. Provides technical assistance in completing routing applications for permits and zoning requests.
3. Reviews applications for building permits (residential, commercial and industrial), and signs permits. Checks completeness of applications and supporting documents. Verifies legal description and approved zoning classification. Checks compliance with applicable County Ordinances. Reviews all information and decides whether to issue permit. Collects and records fees.
4. Reviews preliminary site plans to check completeness, accuracy, internal consistency, legal description, and legal compliance. Assigns street names and addresses.
5. Meets with developers, contractors, lawyers, engineers or others to assist in reviewing site plans (prior to permit submission) to solve problems, interpret zoning ordinances related to development proposals.
6. Responds to correspondence regarding zoning and other matters.
7. Sells reports, maps, aerial photos, and other publications at counter. Fills mail and telephone orders. Collects and

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Examples of Important Duties (Continued)

deposits fees. Maintains sales records. Maintains inventory of publications in stock room and at counter.

8. Updates reference books, maps, and other documents used at counter.

Important Worker Characteristics

- A. Considerable knowledge of (1) County ordinances governing zoning; (2) County and Commission policies, procedures, rules and regulations governing permit application processing;* (3) County geography; (4) County subdivision regulations; (5) supervision techniques; (6) Merit System regulations.
- B. Skill in operation of (1) calculator; (2) photocopier; (3) ozalid machine; (4) cash register.
- C. Ability to (1) apply a system of procedures to solve practical, routine planning problems at the permit and zoning document level; (2) interpret planning regulations, ordinances and laws and guide others in application of same; (3) write routine reports and correspondence; (4) effectively supervise the work of a unit; (5) communicate effectively with the public and provide courteous service.

* Developed primarily after employment.

Minimum Qualifications

1. High school graduation or GED: and
2. Two years of technical school or college which included engineering courses in drafting, architecture, planning, urban design, geography, or related subjects; and
3. Five years of paraprofessional experience in one or more of these areas, or related areas, or an equivalent combination of training and experience.
4. An equivalent combination of education and experience.

Working Conditions

Works in office. May be required to do some driving. Exposed to frustrated and upset persons.