

The Maryland-National Capital Park and Planning Commission

TITLE: Planning Information and Permit **GRADE: I** **CODE: 4321**
 Review Supervisor **DATE: 3/24/92**
SERIES: Planning

Class Definition

Under direction, supervises and coordinates the activities of a paraprofessional planning unit in performing one or more of the following: reviewing and taking official Commission action on all applications for building permits, grading permits, use and occupancy permits and sign permits; reviewing plans submitted under site plan approval processes; providing specialized technical guidance and assistance to Commission Staff, staff of other governmental agencies, and elected and appointed officials on complex or unusual matters; assigning street names and property addresses; providing planning information to the general public. Oversees and performs technical planning work involving considerable responsibility, complexity and variety. Performs other related duties as assigned.

Examples of Important Duties

1. Coordinates activities to ensure operational efficiency of unit. Participates in establishing work program policy and procedure. Provides technical guidance to staff advising of correct methodology and approach to accomplish work program goals and objectives. Coordinates work of unit with other Planning Divisions and outside Agencies.
2. Plans, schedules, assigns and supervises work of the staff. Interviews applicants and recommends applicants for employment. Trains new employees. Evaluates work and counsels staff. Recommends disciplinary action.
3. Takes official Commission action on the issuance of permits. Reviews all applications for building (residential, commercial and industrial, use and occupancy, grading and sign permits). Verifies completeness of applications, supporting plans and other documents, location and legal description, existing zoning classification and other relevant information, ascertains compliance with applicable County and State Codes, subdivision plats, site plans and decisions on zoning cases. Collects, deposits and maintains records on related fees.
4. Reviews complex applications for approval of detailed Site Plans, Specific Design Plans, Special Exceptions, various Departures from Design Standards and other site development plans for conformance with applicable County and State

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Examples of Important Duties (Continued)

regulations. Participates in the Alternative Compliance process for approval of landscaping plans.

5. Serves as a primary resource to State Delegates and Senators, County Executive, County Council, Planning Board, Department Heads, other governmental agencies, and Commission staff in the Park and Recreation Department, as well as the Planning Department, for information on interpretation of zoning regulations and provisions of Article 28, Annotated Code of Maryland, relative to land use and development. Serves on task forces and seminar panels at the request of government officials. Provides technical assistance in the formulation and review of legislation pertaining to land development matters.
6. Resolves conflicts or major disagreements among individuals and groups concerning recommended courses of action regarding permit issues. Negotiates to achieve desired results. Communicates with the general public, by phone and in person, concerning information on planning laws, policies, procedures, documents, maps and studies to interpret Zoning Ordinances and other regulations related to development proposals, and to provide any other information requested.
7. Assigns all new street names and property addresses as a result of approval of new subdivisions, construction of new buildings, or at the request of owners of undeveloped property. Maintains computer records within the tax assessment files, as well as manual records involving both written materials and maps. Consistent with the regulations adopted by the Planning Board, takes action on requests for changes of street names or property addresses, and initiates such changes where necessary to correct errors or to avoid confusion. Proposes change of address regulations, when necessary.
8. Responds to correspondence regarding zoning and other matters.
9. Responsible for Division inventory control of Commission

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Examples of Important Duties (Continued)

publications, collection, deposit and maintenance of records on fees for same, and updating reference books, maps and other documents used in the Information Office.

Important Worker Characteristics

- A. Extensive knowledge of (1) County ordinances governing land use and development; (2) County and Commission policies, procedures, rules, and regulations;* (3) County geography; (4) County subdivision regulations; (5) supervision techniques; (6) Merit System regulations.*
- B. Skill in the operation of (1) calculator; (2) photocopier; (3) Ozalid machine; (4) cash register; (5) computer terminal*; (6) microfilm reader/printer.
- C. Ability to (1) apply a system of procedures to solve both complex and routine planning problems encountered in the land development process; (2) interpret planning regulations and laws, and guide others in application of same; (3) prepare both detailed and routine reports and correspondence; (4) effectively supervise the work of a unit; (5) communicate effectively with the public and elected and appointed officials, providing 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 courses in drafting, architecture, planning, urban design, geography, or related subjects; and
- 3. Six years of paraprofessional experience in one or more of these areas, or related areas; or
- 4. An equivalent combination of education and experience.

Working Conditions

Works in office. May be required to do some driving. Frequently exposed to frustrated and upset persons. Required to meet tight deadlines.