

## OXFORD PLANNING AND ZONING COORDINATOR

General Job Description and Responsibilities for the position of Planning and Zoning Coordinator.

The Planning and Zoning Coordinator performs administrative and technical duties in support of the Town's Planning and Zoning operations to include the following:

- ◆ Responsible for review, verification, and approval of all permit applications for construction, subdivision, and shoreline work, including docks and mooring permits; advising applicants and appropriate Boards/Commissions of application status and compliance with ordinances, along with coordinating review with other departments and reviewing agencies including but not limited to the stormwater management engineer, Soil Conservation District, Maryland Department of the Environment, Critical Area Commission, Maryland Historical Trust, and Middle Department Inspection Agency.
- ◆ Provides administrative and technical assistance in support of Planning Commission, Historic District Commission, Board of Zoning Appeals, Board of Port Wardens, and Community Resilience Committee: attend public meetings; provide staff comments and recommendations and assist in answering questions; prepare or direct preparation, posting and distribution of agendas, minutes, legal notices and application packages for meetings, maintaining records of same.
- ◆ Provides technical information and assistance to the general public, planning professionals, government offices, and town staff regarding zoning, planning, and code related information.
- ◆ Coordinates drafting of updates to Planning and Zoning codes as well as Historic Guidelines; makes recommendations to Planning Commission and Historic District Commission for appropriate action or conditions to be imposed; forwards to the Town Attorney for action.
- ◆ Responsible for researching, developing, coordinating, and administering land use and planning related projects; maintaining accurate records; conducting related public communication.
- ◆ Responsible for receiving and maintaining a Certified Floodplain Manager (CFM) certification and completing Continuing Education Credits (CEC) courses as required.
- ◆ Responsible for managing/maintaining/renewing the Town's Community Rating System (CRS) Program certification; coordinate with FEMA and ISO as needed.
- ◆ Responsible for Code Enforcement including the issuance of stop work orders and violations; assist the public in bringing projects into compliance.
- ◆ Responsible for maintaining a comprehensive database/spreadsheet of issued permits.
- ◆ Responsible for Long Term and Short-Term Permit applications and renewals.
- ◆ Responsible for assisting the Administrative Assistant in providing front desk and phone coverage; assist in preparing customer correspondence and permit packages; assist in answering questions related to zoning and floodplain regulations; and other tasks as needed.
- ◆ Other duties as assigned.

*Current projects: Update to the Comprehensive Plan; Update of the Zoning Ordinance; Community Resilience Committee Efforts; CRS Program requirements*

**General Requirements:**

- ◆ Knowledge of Microsoft Office Products, Adobe, and similar office software.
  - ◆ Knowledge of municipal government programs and decision-making processes.
  - ◆ Knowledge of the principles and practices of municipal land use planning, design, and development.
  - ◆ Knowledge of planning and zoning, subdivision, stormwater, critical areas, and floodplain statutes.
  - ◆ Knowledge of state and federal planning related policies and programs.
  - ◆ Knowledge of and ability to analyze and interpret laws, ordinances, rules, and regulations.
  - ◆ Knowledge of FEMA Floodplain specific information, including the ability to read and verify Elevation Certificates, FIRMs, and other associated documents.
  - ◆ Knowledge of and the ability to read surveys, site plans, and construction plans.
  - ◆ Knowledge of and ability to perform land record searches, title searches, and advise on county filing procedures.
  - ◆ Able to communicate effectively orally and in writing, to listen to others, to organize and use time effectively, to give and accept constructive criticism, and to act independently.
  - ◆ Must be goal oriented; possess a self-starting drive to get things done, able to react quickly to changing situations; be positive and direct in striving to achieve results, and at times must be able to motivate others to act through persuasiveness and the generation of enthusiasm.
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**Planning and Zoning Coordinator Salary Range: \$50,000.00 - \$70,000.00 per year**

**Salary commensurate with experience**

**Employee Benefits:**

- **Health/Dental/Vision insurance**
- **Health Reimbursement Account**
- **Life insurance**
- **Vacation and Sick**
- **401(k)**
- **Maryland State Retirement Program**

**In accordance with applicable federal, state, and local law, the Town of Oxford shall not discriminate against any person in recruitment, appointment, training, promotion, retention, or any other personnel action because of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.**