

THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION  
invites applications for the position of:

# Planner Coordinator (14197, 11515, Grade 26)

An Equal Opportunity Employer

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**SALARY:** \$61,231.00 - \$104,980.00 Annually

**OPENING DATE:** 12/19/19

**CLOSING DATE:** 01/30/20 11:59 PM

**DESCRIPTION:**

The Prince George's County Planning Department of The Maryland-National Capital Park & Planning Commission is seeking two innovative, experienced, and highly-motivated Planner Coordinators to join our team in working to help shape the future of one of the nation's largest, most diverse counties.

Prince George's County, Maryland is a metropolitan destination for technological innovation, world-class higher education, performing arts, hospitality and tourism, and entrepreneurship. It is home to a diverse, engaged, and energetic population of 900,000 residents that live, work, and play in a wide range of interconnected urban, suburban, and rural communities immediately adjacent to Washington, DC. Connected to nearby international centers of commerce, government, and culture by the Metrorail system and an increasing range of transportation and networking options, the County is becoming a destination of choice for new residents, workers, students, and visitors.

The Department is transforming to meet the challenges and facilitate the opportunities presented by the County's economic growth. This is an opportunity for two highly motivated, experienced community planners to be advocates for implementing the County's award-winning comprehensive general plan, Plan Prince George's 2035. The Department uses best professional practices, measurable metrics, and creative engagement techniques to create implementable, community-focused master plans and studies.

**These positions provide the following opportunities to:**

- Work in a multi-cultural community adjacent to the nation's capital.
- Lead the development of a variety of community plans for urban, suburban and rural areas.
- Work with all levels of government: municipal, county, state, regional, and federal, on planning and implementation.

**Job Description**

The selected candidates will lead interdisciplinary teams, including staff, consultants, and agency partners, in the development of comprehensive master and sector plans, planning studies, and comprehensive zoning map amendments. This work involves managing community outreach and

engagement, interagency coordination, and communication of complex and controversial information to a variety of audiences to complete assigned duties.

**EXAMPLES OF IMPORTANT DUTIES:**

- Provides leadership in managing the development and approval of land use plans adhering to the County's legislative process while ensuring that requirements for public hearings, notification, and approval are met.
- Prepares detailed work programs, requests for proposals for consultant contracts, and manages and coordinates consultant activities.
- Performs administrative work relating to project/process leadership and coordination responsibilities. Provides recommendations and input to the development of division work program and budget.
- Reviews and analyzes development proposals for sector and master plan compliance and community impacts through written reports and oral testimony at public hearings.
- Leads and/or participates in plan implementation activities.
- Makes presentations to a variety of audiences including large public meetings, the County Council, the Planning Board, community groups, interagency working groups, and other stakeholders.

**MINIMUM QUALIFICATIONS:**

Master's degree in planning, architecture, parks, engineering, environmental science, or equivalent disciplines related to job function and three years of progressively responsible professional level planning experience at the journey level; OR an equivalent combination of education and experience.

**SUPPLEMENTAL INFORMATION:**

**Class/Specification Title: Planner Coordinator**

**Note: Candidates selected for interviews will be asked to prepare a writing sample at the conclusion of their interviews.**

**Preferred Qualifications:**

- Membership in the American Institute of Certified Planners.
- Professional experience working in diverse communities.
- Demonstrable urban design experience, including, but not limited to, the ability to articulate urban design concepts verbally, in writing, and graphically.
- A working understanding of real estate market dynamics, land use planning, zoning, urban design, and TOD best practices.
- Ability to work with all levels of government and established communities in a diverse, innovative planning environment.
- Knowledge of principles of record keeping and records management.
- Knowledge of ArcGIS software.
- Proficiency in Microsoft Office and Adobe Creative Suite, especially Photoshop and Illustrator.
- Experience developing requests for proposals, procuring consultant services, and managing consultants and consultant contracts.
- Multilingual verbal and writing skills a plus (Spanish desired).

The Prince George's County Planning Department is currently located in historic Upper Marlboro, Maryland. Free onsite parking is available for employees. In the foreseeable future, the Department will be moving to a newly renovated, state-of-the-art building in Largo, Maryland, conveniently located near Metro and I-495.

The M-NCPPC offers a competitive salary range of \$61,231 to \$104,980 at the Planner Coordinator level with an excellent benefits package. Salary is commensurate with education and experience. The Commission is an equal opportunity employer and encourages applications from minorities, females, and persons with disabilities.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.mncppc.org/jobs>

Job #14197, 11515  
PLANNER COORDINATOR (14197, 11515, GRADE 26)  
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OUR OFFICE IS LOCATED AT:  
6611 Kenilworth Avenue  
Suite 103  
Riverdale, MD 20737  
301-454-1411  
[recruit@mncppc.org](mailto:recruit@mncppc.org)

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### **Planner Coordinator (14197, 11515, Grade 26) Supplemental Questionnaire**

- \* 1. Which of the following best describes your level of completed education? (Education details MUST be included in your application)
  - Master's Degree or above from an accredited college/university
  - Bachelor's Degree from an accredited college/university
  - Associate's Degree
  - High School Diploma/GED
- \* 2. How many years of general planning experience at the professional level do you possess?
  - I have no experience
  - Less than 1 year
  - 1 year to less than 2 years
  - 2 years to less than 3 years
  - 3 years or more
- \* 3. Please check the area or areas where you have experience.
  - Community Planning
  - Real Estate Development
  - Sustainability
  - Environmental Planning
  - Landscape Architecture
  - Transportation
  - Historic Preservation
  - Demography and Research
  - Urban Design

Private Sector or Non-profit

Other

- \* 4. If you selected "other" for question #2, please specify area of expertise here. If not, please type N/A.
- \* 5. How many years of experience do you possess in community planning?
  - I do not possess experience in the area referenced above.
  - Less than 1 year
  - 1 year or more but less than 3 years
  - 3 years or more but less than 7 years
  - 7 years or more
- \* 6. Please select the response that best represents the number of master, comprehensive, or other land use plans you have managed from conception to approval.
  - 0
  - 1-2
  - 3-5
  - 6 or more
- \* 7. Select the response that best represents the number of years of professional experience you have creating documents, graphics, and/or other media using the Adobe Creative Suite:
  - I do not have this experience
  - Less than 1 year
  - 1-3 years
  - 4-6 years
  - 7 years of more
- \* 8. Please describe situations where you have managed a master, comprehensive, or land use plan from conception to approval, or managed a portion of the project.
- \* 9. Please briefly describe what project management tools or strategies you have used for planning projects.
- \* Required Question