

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

# **Planner (13952, Grade 18)**

An Equal Opportunity Employer

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**SALARY:** \$47,692.00 - \$81,607.00 Annually

**OPENING DATE:** 12/17/19

**CLOSING DATE:** 01/28/20 11:59 PM

**DESCRIPTION:**

The Prince George's County Planning Department of The Maryland National-Capital Park and Planning Commission is seeking a Planner to join our planning team. The Department provides land use planning for the physical development of Prince George's County, Maryland. As the second most populous county in Maryland, Prince George's has a population of approximately 900,000 residents and is home to the University of Maryland at College Park, National Harbor, NASA Goddard Space Flight Center, and a world class parks and recreation system. As part of the Washington Metropolitan Region, the County is accessible by WMATA Metro rail and bus. We invite qualified candidates to apply for our Planner position.

A qualified applicant for this position will have enthusiasm for community planning, exceptional analytic and communications skills, and familiarity with comprehensive planning, transit-oriented development, growth management, and transportation planning. The position will be responsible for various quantitative and qualitative analyses in support of planning including the following program areas: comprehensive planning, transit-oriented development, housing, buildable lands, economic development, and performance monitoring. Individuals from all cultures and communities are encouraged to apply.

**EXAMPLES OF IMPORTANT DUTIES:**

**Under supervision:**

- Provides planning services in support of the entire county and urban design, research, and writing support on master plans, sector plans, and area studies
- Reviews and prepares reports on site plans, subdivision and zoning applications to determine compliance with approved community plans
- Assists in the facilitation of community meetings
- Creates and maintains a wide range of media, including, but not limited to, websites, social media posts, brochures, and videos, disseminating information about comprehensive planning and zoning in Prince George's County and specific projects underway

**The ideal candidate will have:**

- Experience researching, writing, and presenting information about local planning
- Strong written and verbal communication skills
- Experience supporting complex planning projects
- Experience providing policy support to committees, boards, councils, or other advisory or decision-making bodies
- Desire to serve the public, collaborate with other agencies and departments, and work closely with other planning team members
- Familiarity with methodologies for collecting, analyzing, and summarizing data for planning and policy-related research
- Experience with GIS mapping, graphic presentation, and database management
- Ability to perform other related duties as assigned
- Multilingual verbal and writing skills a plus (Spanish desired)

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in planning, architecture, parks, engineering, environmental science, or related

subjects and one year of professional planning experience; OR an equivalent combination of education and experience.

**SUPPLEMENTAL INFORMATION:**

Class/Specification Title: Planner

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 \$47,692 to \$81,607 at the Planner 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 #13952  
PLANNER (13952, GRADE 18)  
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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 (13952, Grade 18) Supplemental Questionnaire**

- \* 1. Which best describes your level of education? Education details MUST be included in your application.
  - High school diploma/GED
  - Associate's Degree
  - Bachelor's Degree
  - Master's degree
- \* 2. If you have a degree, is it in planning, architecture, parks, engineering, environmental science, or related subject?
  - Yes, my degree is in planning, architecture, parks, engineering, environmental science, or related subject.
  - No, my degree is not in planning, architecture, parks, engineering, environmental science, or related subject.
  - I do not have a degree.
- \* 3. If you answered "related subject" for question #2, please indicate your field of study here.
- \* 4. How many years of professional planning experience do you possess?
  - I have no experience
  - Less than one year
  - 1 year to less than 2 years
  - 2 years to less than 3 years
  - 3 years to less than 4 years
  - 4 years to less than 5 years
  - 5 years of more

\* Required Question