



DEPARTMENT OF

INFRASTRUCTURE AND DEVELOPMENT

Associate Planner I – Environmental

Salary: \$ 48,513 - \$54,510

Type: Full Time Non-Exempt

Benefits: Full Benefits

Date Posted: 6/18/2024

About DID

The Infrastructure and Development Department is responsible for administering all infrastructure and development projects in the City. The Department is the one-stop-shop for Developers entering the City to have projects reviewed through all phases, including Planning, Engineering, Traffic Control, Building Permits, Fire Marshal, and Construction Inspection.

Profile

Under the general supervision of the Department of Infrastructure and Development Director and City Planner, the Environmental Planner provides professional planning work in relation to both City infrastructure and private development projects; ensures compliance with all City, State, and Federal regulations regarding development and the environment, including but not limited to FEMA floodplain requirements and Chesapeake Bay Critical Area program requirements; works to reduce the City's impact on the environment; and performs other duties as assigned.

Preferred Education

Bachelor's degree required, Master's degree preferred, in urban, city, or regional planning, environmental planning, urban design, geography, or a

Preferred Experience

Three (3) years of previous work experience in planning, landscape architecture, environmental studies or related field.

Requirements/Certifications

Professional Landscape Architect/ Certified Landscape Architect or Certified Floodplain Manager preferred.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Associate Planner I - Environmental

Grade: 7

Department: Infrastructure & Development

FLSA Status: NE

Date: 6/11/2024

Position Profile:

Under the general supervision of the City Planner, this position assists in all aspects of long-range planning, including comprehensive planning and annual plan amendments, demographic and development reporting, neighborhood and small area planning, regional policy support, code amendments, grant management, and trends analysis.

Duties and Responsibilities

Administrative Management - *Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner*

- Assists in the development and review of concept, site, landscape and community plans. Applies appropriate regulations, policies and guidelines;
- Assists in the development and modifications of Master Plans, Zoning regulations and other policies, guidelines and plans regulated by the Planning Division;
- Implements Critical Area Program and is point of contact for Critical Area Commission;
- Reviews development plans for compliance with FEMA floodplain regulations;
- Collaborates with City Engineering staff on minimum control measures for MS4 permitting;
- Serves as the staff representative to the City's Sustainability Advisory Committee, write minutes, send agendas and meeting reminders;
- Researches and prepares studies on planning issues, mainly environmental concerns;
- Maintain Sustainable Maryland, Bee City, Bird City, Tree City Certifications and renewals;
- Participates in charrettes, meetings with community groups, representatives of other agencies, developers and others regarding environmental issues;
- Provides environmental planning support to project managers, owners, and developers;
- Communicates with and explains relevant project information to others;
- Prepares and maintains reports and documents;
- Keeps informed on current department practices by attending workshops and educational programs or reading specialized literature;
- Coordinate with Planning and Development and Grant Application teams to apply for grant funds for planning, construction, and restoration;
- Works with City GIS Team to develop planning layers and continuously improve the GIS System;
- Performs other duties as assigned.

Skills Proficiency/Strategic Planning – *Skillful in use of tools, hardware, software, and equipment*

- Excellent organizational and interpersonal skills including written and verbal communication skills.
- Ability to handle customers and interact professionally with the general public and other departments' personnel.
- Ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standard practices, policies, procedures, regulation or government law.
- Maintain effective working relationships.
- Effectively communicate and maintain effective working relationships with other staff members and members of the public.
- Act as a representative of the City of Salisbury to the public.
- Effectively, efficiently and courteously report and communicate information to Department clients.
- Effectively and efficiently organize and track documents.

Leadership/Team Leader – *Acts a role model and peer leader among teammates and colleagues*

- Ability to handle situations and maintain a high degree of confidentiality.
- Excellent time management, organizational, and interpersonal skills.
- Prepares reports for presentation at Planning Commission or City Council.
- Acts as liaison between teams or sections, external departments and outside agencies, groups and organizations.
- Provides support at the City's Sustainability Advisory Committee meetings by preparing agendas, sending notice and preparing minutes and decision letters.

Stewardship/Financial - *Safeguards equipment, supplies and materials*

- Coordinates with other DID staff to provide project review comments in a timely manner.
- Maintains and track computer records using spreadsheets and software programs.
- Ability keep records in acceptable manner, to plan and organize work.
- Knowledge of Microsoft Office Suite, Asana, the Internet, MUNIS, e-mailing systems, and other relevant software.

Development/Leadership Development - *Participate in opportunities to earn or maintain professional credentials and certifications.*

- Keeps informed on current department practices by attending workshops and educational programs or reading specialized literature.
- Seek and maintain professional certifications related to Environmental Planning.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior. Position requires attendance at evening meetings or events.

- **Teamwork:** Works well as a leader of and part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's degree in Planning, Landscape Architecture, Environmental Studies or related field;
- Three years Planning experience (additional experience may be substituted on a year-for-year basis with required education);
- Or equivalent training, education, and/or experience; and
- Valid State of Maryland Driver's License.

Physical Requirements

- Work requires moderate physical effort in the handling of materials up to 20 pounds.
- Limited Field work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, heavy equipment, vehicular traffic, machines, or chemical substances, etc. and observance of traffic signals when driving. May require working in adverse weather conditions.
- Office environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.