

Planning Officer/Zoning Inspector/ Codes Enforcement Officer

The Town of St. Michaels has an opening for a Planning Officer/Zoning Inspector/Codes Enforcement Officer. This position is responsible for the administration and enforcement of the Town's planning and zoning regulations as well as other town codes. BA in Land Use Planning preferred, but will consider extensive experience in land use planning, codes enforcement, construction and zoning. Works with County, State and local government agencies to ensure development projects are in compliance with current rules and regulations. Acts as liaison to the State Critical Area Commission and MDE Floodplain Management programs, reviews and supervises applications to St. Michaels Board of Appeals, Historic District Commission, Planning Commission, Waterways Management and Technical Advisory Committee. Drafts legislation as requested. Reviews building permits, grading permits, site plans, subdivisions, variance, special exception and appeal applications, historic district applications and event applications. Issues building permits, occupancy certificates. Acts as Code Enforcement Officer, identifies code violations and prepares code violation notices, and conducts zoning and historic district inspections.

Attendance at evening meetings is required. Other duties as assigned. Required skills- ability to research, read interpret ordinances, site plans, technical reports and building plans, strong organizational skills, as well as strong communication skills- both written and oral.

Please submit letter of interest and resume to jweisman@stmichaelsmd.gov, fax to 410-745-3463 or mail to P.O. Box 206, St. Michaels, MD 21663. Full time position with benefits.