



CITY OF LAUREL

Job Posting Notice

JOB TITLE:	Planner III	DATE:	October 16, 2025
DEPARTMENT:	Economic and Community Development	GRADE:	116-1
BASE SALARY/WAGE:	\$38.83/hr. (Estimated annual \$70,670)		
FLSA STATUS:	Exempt (Not Eligible for Overtime)		
WORK SCHEDULE:	9:00 AM -5:00 PM Monday – Friday (evening meetings and special events)		

SUMMARY - This is an advanced professional planning position involving a variety of general and specialized planning studies and analyses. Responsibilities include overseeing the City's Affordable Housing Program, including coordination with developers to ensure submission of required documentation for the Program, and assisting applicants through the housing application process. The position requires staying current with and interpreting federal, state, and county housing legislation and regulations to ensure inform policy development. The role also involves drafting legislation for code updates and staff reports for complex zoning applications and presenting them before the Planning Commission, Board of Appeals and or the Mayor and City Council, as required. Work is performed under the general supervision of the Director of Economic and Community Development Department, with considerable leeway for independent judgment and initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Administer the City's Affordable Housing Program.
- Monitor and interpret federal, state, and county housing legislation and regulations.
- Ensure program compliance with evolving legal and regulatory frameworks.
- Conduct research, data analysis, and mapping to assess current and identify housing gaps or opportunities.
- Analyze and compile census and housing data, to make informed policy and planning decisions.
- Collaborate with public, private, and nonprofit partners to support housing development and preservation.
- Provide subject matter expertise on housing policy, funding sources, and development processes.
- Work with developers to submit required compliance documentation for the Affordable Housing Program.
- Coordinate with developers, architects, and contractors to ensure timely and compliant project delivery.
- Promote awareness of affordable housing opportunities and eligibility criteria.
- Assist potential program applicants through the application process, including eligibility screening, documentation, and referrals.

- Provide guidance and support to ensure equitable access to housing resources.
- Monitor ongoing compliance with affordability covenants and income restrictions.
- Conduct inspections and maintain documentation for audits and transparency, as needed.
- Prepare and present staff reports for complex zoning applications to the Planning Commission, Board of Appeals and or Mayor and City Council.
- Drafts and present legislation before the Planning Commission and Mayor and City Council.
- Attend Planning Commission, Board of Appeals, Mayor and City Council meetings and other community meetings as needed.
- Contribute to long-range planning efforts, including comprehensive plans, housing needs assessments, and strategic initiatives.
- Review, approve and process permits for work that comply with approved zoning applications.
- Willingly and cooperatively accepts other related duties and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES – This position has no supervisory duties.

MINIMUM QUALIFICATIONS – The minimum eligibility requirements for positions within this Class are as follows:

- ♦ **EDUCATION and/or EXPERIENCE** - Graduation from an accredited college or university with a Bachelor's degree in Urban Studies, City or Regional Planning, Public Policy, Economics or other related areas and four (4) years' experience in a relevant position or an equivalent combination of education and experience. Master's Degree Preferred. Spanish Speaking preferred.
- ♦ **CERTIFICATES, LICENSES, REGISTRATIONS** – Must possess a Maryland class "C" driver's license, or a comparable driver's license issued by the employee's state of residence, and a proven safe driving record. ICS Classes: ICS-100, ICS-200, and ICS-700.
- ♦ **COMPUTER SKILLS** - Ability to operate a computer terminal or Personal Computer. Proficient in the use of typical word processing software such as Microsoft Word and the use of spreadsheet software such as Microsoft Excel. Able to perform research in a Geographical Information System (GIS). Able to learn and apply other office software and automated office procedures.

MUST BE ABLE TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND A CRIMINAL BACKGROUND CHECK.

The City of Laurel is an Equal Opportunity Employer.

CLOSING DATE: November 1, 2025

Job Posting Eligibility Requirements for In-House Applicants:

1. You must meet the qualifications listed above.
2. You must meet the established criteria pertaining to promotion or transfer.
3. Your most recent evaluation must reflect your job performance as Satisfactory or better.

Job Posting Application Procedure for In-House Applicants:

1. Complete a memorandum requesting consideration for the announced vacancy and send it along with a copy of your resume to BAPS and your Department Director by the closing date above.
2. You will be contacted within 5 working days after the closing date of this notice.