



# PLANNING DIRECTOR

MONTGOMERY COUNTY PLANNING BOARD  
MARYLAND-NATIONAL CAPITAL  
PARK & PLANNING COMMISSION

First Review of Applications: May 16, 2023

# THE ORGANIZATION

Founded in 1927, the Maryland-National Capital Park and Planning Commission (M-NCPPC) is a nationally recognized leader in land use planning, parks, and recreation achieving countless awards for innovation, stewardship and exemplary vision for enhancing the lives of current and future generations. The agency, which is chartered by the State of Maryland, has geographic authority in the Montgomery County and Prince George's County region, which are the two Maryland counties surrounding Washington, DC.

The Commission is comprised of 7 distinct departments, each led by their respective Department Head. The Department of Parks and Recreation and the Department of Planning carry out services for the Prince George's County region. The Department of Parks and the Department of Planning carry out services for Montgomery County. Bi-county corporate management is carried out by the Department of Human Resources and Management, the Department of Finance, and the Office of the General Counsel. Other bi-county functions include the Office of Inspector General, the Chief Information Officer, and Merit System Board.

The Commission's governing body is comprised of 10 Commissioners; the Commissioners sit on two Planning Boards for the Montgomery and Prince George's County region.

The Commission has a positive financial condition as a result of stable primary revenue sources, property taxes, and the Commission's conservative fiscal management policies, which is recognized by its AAA credit rating.



## MONTGOMERY COUNTY'S PLANNING DEPARTMENT

As Montgomery County continues to attract an increasingly diverse, technologically savvy, well-educated population, the Montgomery County Planning Department focuses its skills and talents to bring high-quality design in both form and function to all areas, from central business districts to rural villages.

The Department aims to improve quality of life by conserving and enhancing the natural and built environment for current and future generations. The Planning Department creates great communities by developing master plans, reviewing applications for development and analyzing various types of information to help public officials plan for Montgomery County's future. Each community within Montgomery County has a master plan that creates a comprehensive view of land use trends and future development.

The Department operates in multi-disciplinary geographic teams with regulatory as well as community planning functions. This results in better integration and flexibility and leads to faster and more balanced decision-making.



## THE POSITION

The Planning Director will have the opportunity to lead a dynamic Planning Department with a tradition of innovation and excellence that authors comprehensive master plans, functional master plans, makes zoning recommendations, and regulates subdivisions, site plans and forest conservation approvals in a growing and a highly diverse county with close to 1.1 million residents. The Director is a key player in a 317,000-acre county with development that includes urban, rural, and agricultural.

In addition, the Planning Director oversees and directs the preparation of the annual departmental budget request, reviews and approves the needs of divisions, and submits requests to budget authorities. The Planning Director is appointed by and reports to the Montgomery County Planning Board and oversees a staff of 150 employees.

Additional responsibilities of the position include:

- Controlling expenditures in accordance with approved budgets.
- Reviewing work program progress.
- Approving changes in scheduling, organization or staffing as necessary to meet objectives.
- Providing top-level coordination of the planning function with planning authorities, various public agencies at all levels, legislative bodies, the local development industry, and private citizens.
- Introducing innovative planning concepts requiring the application of new methodologies and approaches.
- Using advanced analytic techniques to explore and resolve complex aspects of community growth.
- Approving or formulating major policy planning recommendations that address controversial, current, and long-term growth issues.
- Oversight of historic preservation staff.
- Effectively communicating decisions and recommendations to the County Council, the State Legislature, stakeholders in the planning/development process, and well-educated residents.
- Coordinating with the Parks Director in Montgomery County and other officials in the full commission.
- Coordinating and preparing presentations to the full council and committees.



## MISSION

As part of the Maryland-National Capital Park and Planning Commission, the Montgomery County Planning Department works to:

- provide policy leadership in land use regulatory process
- create an environment to create equitable comprehensive master plans
- inspire a large professional staff consisting of all planning specialties
- share the Department's work effort through effective communication
- help decision makers understand planning issues
- recommend and manage budget priorities

# PLANNING DEPARTMENT GOALS

- Plan great walkable communities that are equitable, vibrant, livable, accessible, and sustainable. This includes:
  - \* Focusing on public amenities and the public realm of streets, plazas and open spaces.
  - \* Considering how people experience spaces and placemaking opportunities.
  - \* Conserving and enhancing existing neighborhoods and historic places.
- Balance infrastructure and growth as the County population increases and unconstrained land for development decreases.
- Offer holistic, well-researched recommendations for plans and regulations that are non-political and based on the best national and regional precedents.
- Engage all stakeholders to develop better-informed plans.
- Advance the field of planning and be recognized as a regional and national leader in all facets of planning.
- Manage the County's natural resources and direct viable growth that:
  - \* Reduces auto dependency.
  - \* Improves environmental quality by protecting waterways and the natural and built environment.
  - \* Preserves, enhances and expands green space for current and future generations.
  - \* Increases connectivity through all modes of well-considered transportation.
  - \* Ensures the highest quality of buildings, landscapes and streetscapes that reflect design excellence.
  - \* Establishes affordability in all communities.
- Strengthen economic competitiveness to help attract new residents and businesses to Montgomery County.
- Create and increase trust in the Planning Department to gain community support for plans and appropriate resources from the County government.

## DESIRED CAPABILITIES

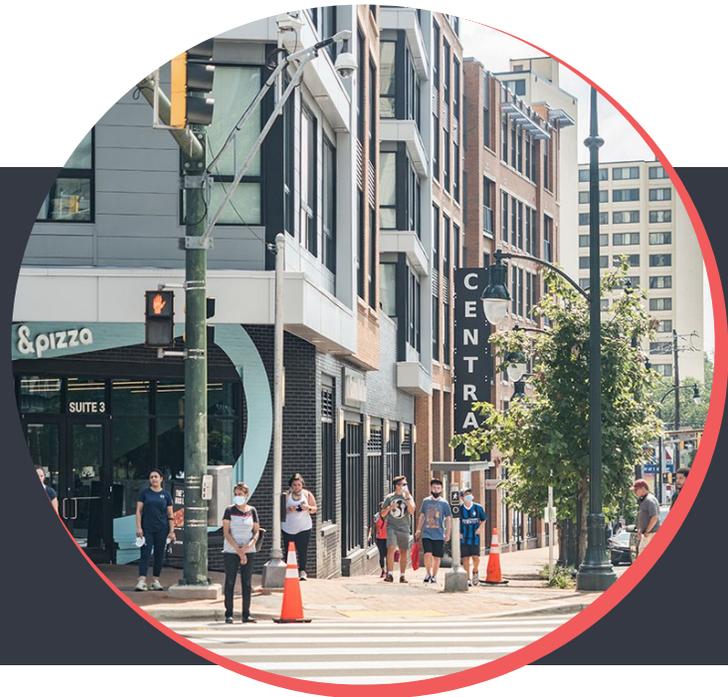
The successful candidate for this position will be a visionary leader with demonstrated experience in advancing planning projects that contribute to a community's overall quality of life. The position builds deep connections throughout the County and consistently upholds and reflects the Commission's core values of inclusion and diversity. With an astute political awareness, the position builds effective relationships with state, regional, and local officials and, without taking political sides, advocates and partners on behalf of the Commission.

The Director will have the ability to provide aspirational leadership that invigorates and inspires others, fosters a highly collaborative work environment, and builds trust and credibility by fair and consistent administration of organizational policies.

The successful candidate will exhibit exceptional communication, interpersonal, and leadership skills. Strong negotiation, conflict resolution, and decision-making skills that demonstrate sound judgment are of critical importance to this position.

## EDUCATION AND EXPERIENCE

This position requires a master's degree in planning, parks, architecture, engineering, environmental science, or related subjects and twelve years of progressively responsible and broad-ranged planning experience, to include four years of planning experience at the managerial level, or an equivalent combination of education and experience.



## COMPENSATION AND BENEFITS

**The annual salary range for this position is \$190,000 to \$220,000.** The starting salary will be commensurate with the successful candidate's experience and qualifications. The Commission provides a robust and highly competitive benefits program including:

- Medical
- Dental
- Vision
- Life
- Vacation
- Sick Pay
- Sick Leave Bank
- Retirement Program
- Flexible Spending Accounts
- Long-term Disability Insurance
- Employee Assistance Program
- Tuition Assistance Program
- Wellness Programs

Establishing residency in Montgomery County is highly desired. Relocation is negotiable. Employment agreement available.



## APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

<https://governmentjobs.com/careers/bakertilly>

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than May 16, 2023.

For more information, please contact Yolanda Howze at [yolanda.howze@bakertilly.com](mailto:yolanda.howze@bakertilly.com) or 312-240-3401.

For more information about the Maryland-National Capital Park and Planning Commission, please visit the website at <https://www.mncppc.org/>

*The Maryland-National Capital Park and Planning Commission (M-NCPPC) is an Equal Opportunity Employer. We celebrate a workplace culture of diversity, equity and inclusion without discrimination or harassment on the basis of race, color, religion, sex, age, national origin, sexual orientation, marital status, disability, genetic information, gender identity, or any other non-merit factor.*

