

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Development Review Coordinator I
Bureau of Development Review
An Equal Opportunity Employer

Development Review Coordinator I –Bureau of Development Review

\$21.86 hourly (Grade C11), 40 hours per week

Hours are typically Monday through Friday 8:00 am to 5:00 pm

Apply by 5:00 pm Tuesday December 1, 2020.

The Bureau of Development Review is seeking a motivated, analytical thinker, capable of reading drawing plan sets, applying code, facilitating an interagency review process, collaborating and working independently, with support, within a team of dedicated County employees.

While a Development Review Coordinator I works daily to review plans for site development and subdivision of land, the position is also responsible for writing reports, presenting projects to the Planning and Zoning Commission, coordinating and leading meetings, and responding to questions, concerns, and citizen inquiries regarding development within Carroll County.

Competitive candidates will know how to read a development plan drawing set, possess excellent written and verbal communication skills, task management capability, and high-level organizational skills.

Click [here](#) for the full job description

Qualifications:

1. Bachelor's degree in construction management, geography, civil engineering, planning, architecture, or related field*
2. Two years experience in land use planning, site plan design/review, civil engineering design, landscape architecture, construction management or related land development field*

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 12 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

11/10/2020
(21-40)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.