

City of Baltimore



Zoning Appeals Officer **Board of Municipal and Zoning Appeals** (\$62,000.00 - \$99,200.00)

The Board of Municipal & Zoning Appeals is looking for a dynamic Zoning Appeals Officer to process, evaluate, and manage a wide range of zoning and municipal appeals for review in public hearings before the Board.

Deliverables:

The Zoning Officer will manage public hearing dockets on various types of appeals to ensure compliance with the City's zoning and municipal codes:

- Receives and processes applications with supporting documentation including architectural and building site and floor plans for Zoning Appeals;
- Provides technical review and prepares staff reports for review by the Executive director and the Zoning Board Members. Attends and participates in public hearings and advises the Zoning Board on appeals.
- Analyzes proposed zoning ordinances and drafts reports and recommendations to the Baltimore City Council concerning changes in zoning laws for review by Executive Director.
- Assists with intake, scheduling, and facilitating municipal appeals from various City agencies.
- Maintains various public records, files, and the official zoning map.
- Provides information to the public and City officials with respect to the zoning appeals process.
- Analyzes and drafts reports and recommendations on pending City Council legislation, PUDs, and other actions relating to the Zoning Code, Zoning Map, and other land use issues.

Qualifications:

- Knowledge or experience in local, state, or federal government operations and/or government affairs, land use, urban planning, architecture, construction management, or related fields.
- Minimum of five (5) years technical experience in reading construction plans and blueprints with proficiency in Microsoft software applications.
- Familiarity with municipal structures, processes, policies, appeals, and internal and public databases with the ability to perform land use research on real property through state and local databases.

Education:

- Bachelor's degree from an accredited college or university in public policy, urban planning, architecture, engineering, construction management or related disciplines preferred, but not required. An acceptable combination of education and work experience, including other graduate-level coursework in planning, public administration, architecture, engineering or other professional experience will be considered.

To Apply

For immediate consideration, interested and qualified applicants should submit a resume and cover letter (including salary history/requirement) to talent.masters@baltimorecity.gov. **Attention:** Joseph Obasi

EOE/M/F/D/V