

Project Manager and Planning Specialist

Department: Administration

Job Description:

The Special Projects Manager and Planning and Zoning Expert is a key member of the Town of Shepherdstown Administrative Offices. The Manager reports to the Town Administrator. The Manager is a member of a staff team responsible for developing and managing a range of town projects and initiatives. The Manager also provides expertise in core planning and zoning functions and works with a team on such functions as reviewing proposals, town code enforcement, and educating residents on planning and zoning topics.

About Shepherdstown

Shepherdstown, West Virginia, is a historic college town located on the banks of the beautiful Potomac River. It has a population of about 1,800 residents. With more than 250 years of history, Shepherdstown is the oldest town in the State of West Virginia and a popular destination. The town boasts a vibrant and thriving downtown, complete with an eclectic collection of restaurants and small shops, and is home to Shepherd University, which is among the best small universities in the region. The town is also known for its support for the environment and the arts including the annual American Conservation Film Festival, the annual Contemporary American Theater Festival, and numerous other arts and music happenings.

The immediately surrounding area offers a rich civil war history, rural landscapes, and easy river and canal path access with abundant opportunities for amazing recreational opportunities including hiking, biking, running, kayaking and river activities, and more.

Shepherdstown is part of the strong Washington, DC-based regional economy. The town borders Maryland is within minutes from Virginia and Pennsylvania locations, and is only 60-90 minutes from Washington, DC, and Baltimore, Maryland. In Shepherdstown you will find the charm of small-town life with the amenities of a much larger town and easy access to the broader metropolitan area.

Key Responsibilities:

- Develop and implement town projects and initiatives to enhance services for residents and support the continued cultural and economic vitality of the town. This responsibility includes support for town-funded projects and grant writing and administration of programs and projects supported with grant funding awarded to the town.
- Serve as Contract Officer in overseeing town-funded grants and contracts as assigned, including such efforts as Town grants awarded to local non-profits and contracts awarded to expert consultants.
- Collaborate with other Town staff in supporting the Town Council and town commissions and committees as needed, such as the Planning Commission, and the Historic Landmark Commission.

- Participate as the expert on a Town staff team responsible for land use planning, and implementation of the Town's planning and zoning ordinances, and other applicable ordinances, including collaboration with others in the issuance of notices and citations.
- Process and review applications submitted to the Town for planning and zoning matters, from application to recordation for compliance with all applicable regulations. Work with Town Planning Committee and the Board of Zoning Appeals, as appropriate, in their review of applications.
- Performs highly responsible and complex duties requiring considerable knowledge and independent judgement in the application and interpretation of relevant state and local laws.
- Remains current on town and State government and planning and zoning policy issues by conferring with State, County and local agencies, expert consultants, regional planning bodies, property owners and the public to provide information, to resolve problems and complaints, and to represent the Town as needed.
- Develop and maintain records including standard operating procedures related to functions for which the Manager is responsible.

Knowledge, Skills, and Abilities:

- Project management
- Grant writing and administration
- Ability to work with elected officials and volunteer committees
- Ability to work with staff team at Town Hall, to work independently and to multitask
- Strong communications and problem-solving skills
- Attention to detail and deadline oriented.
- Strong commitment to customer service and methods.

Qualifications and Requirements:

- A bachelor's degree required, with preference for applicants who have studied Urban Planning, Political Science, Public Administration, Business Administration, Non-profit Management, or a related field.
- A minimum of four years' experience in project management, municipal land use planning, land use lay, code enforcement, or other related experience.
- Experience in planning and zoning
- Experience with geographic information system (GIS) software preferred.
- Experience with Microsoft Office preferred
- International Property Maintenance Code enforcement certification preferred but not required.

Pay Range: \$68,000 to \$97,000/annual.

Employee Benefits:

- Generous support for training.
- Support for relocation expenses (negotiable).
- Medical, Prescription and Basic Life Insurance-Employee Only/Employee and children or Family - Public Employees Insurance Agency – PPB Plan B - Paid for by the Corporation of Shepherdstown
- VALIC Retirement – 2:1 match up to 5% of the Employee’s Salary
- Vacation leave, sick leave and paid holidays
- Long-term/Short-term Disability, Vision, Hearing, Dental, Optional Dependent and Employee Life Insurance – Mountaineer Flex Benefits – Paid for by the Employee
- AFLAC – Paid for by the Employee
- Christmas Club – Paid for by the Employee

Please email or send resumes with cover letters detailing your interest in this position to:

Gino E. Sisco - Town Administrator

Email to:

gsisco@shepherdstown.gov

Or mail to:

PO Box 248

Shepherdstown, WV 25443