



Hearing Examiner



MONTGOMERY COUNTY, MARYLAND

<https://www.montgomerycountymd.gov/>

About Montgomery County, Maryland

Montgomery County, Maryland, which shares a border with Washington, D.C., is one of the largest, most diverse counties in the United States. Heralded as the “cultural capital” of Maryland, more than a quarter of Montgomery County’s one million residents are foreign-born and speak over 100 languages.

As one of the wealthiest counties in the country, it also holds the record for most post-graduate degrees per capita. The county is home to three Fortune 500 companies and many large global organizations in the government, biotech, and hotel sectors such as National Institutes of Health, Lockheed Martin, AstraZeneca, and Marriott.

More populous than 6 states and the most populous county in Maryland, Montgomery County is a very diverse region. It boasts lively downtown centers and beautiful rural areas with a total area of 507 square miles. The county is home to over 156,000 school-aged children.

Montgomery County, Maryland has a County Executive/County Council form of government. The legislative branch consists of the County Council and related agencies. Marc Elrich (D), is the County Executive.



About Office of Zoning and Administrative Hearings

The mission of the Office of Zoning and Administrative Hearings is to conduct quasi-judicial trial-type hearings that are fair, understandable, and accessible to all participants regardless of race, ethnicity, disability, and financial income. OZAH is committed to establishing policies, processes, and internal training to minimize unconscious bias, remove barriers for non-English speaking or disabled participants, and to mitigate barriers for those without financial resources to expend on the hearing process.

The principal responsibility of the Office of Zoning and Administrative Hearings (OZAH) is to conduct due process administrative hearings on land use cases and other matters. These include applications for rezonings, development plan amendments and floating zone plan amendments; all conditional use applications (formerly known as special exceptions); and accessory dwelling unit objection and waiver cases arising out of the Department of Housing and Community Affairs. OZAH also presides over matters referred for hearing by the Human Rights Commission, the Commission on Common Ownership Communities, the County's Merit System Protection Board, the Office of Consumer Protection, and the Office of the Chief Administrative Officer in appeals arising under the County's Prevailing Wage Law.

About the Positions: Hearing Examiner

JOB RESPONSIBILITIES:

The Hearing Examiner is responsible for conducting complex administrative hearings for County agencies and issuing written reports and recommended decisions or decisions based on the record. OZAH conducts hearings on land use applications and contested cases referred by County agencies. Hearings deal primarily with land use issues, but may also include matters referred by the County’s Human Rights Commission, Board of Appeals, Merit System Protection Board, Commission on Common Ownership Communities, Board of Registration, and Chief Administrative Officer. Copies of reports and recommended decisions or decisions may be reviewed on OZAH’s website at

www.montgomerycountymd.gov/ozah. The Hearing Examiner also provides advice and assistance to the County Council on amendments to the County Zoning Ordinance and County Code.

Duties include: scheduling, notification, and conduct of public hearings; adjudicating conditional use approvals; preparing written reports with recommended decisions, including findings of fact and conclusions of law, in other matters. Hearing Examiner's provide input and recommendations on proposed changes to the Zoning Ordinance and the County Code. The position requires the ability to work cooperatively with decision-makers, County agencies, citizens, attorneys, and planners; to speak and write clearly; and to conduct hearings fairly and coherently.

Bilingual applicants in the Spanish/English languages are encouraged to apply.



EXPERIENCE/EDUCATION:

Recommended Qualifications: Member of the Maryland bar; substantial experience as a lawyer practicing before administrative agencies, as a hearing examiner or administrative law judge, or similar position involving the conduct of administrative hearings.

Required License: Member of the Maryland Bar

Background Check: Selected candidates will be required to successfully complete a medical history prior to appointment.

COMPENSATION/BENEFITS:

The salary range for these positions are **\$119,798 to \$207,822**. Montgomery County offers competitive compensation and generous benefits.

To learn more about our Total Rewards visit our website:

<https://www.montgomerycountymd.gov/hr/recruitment/benefits.html>

APPLICATION AND SELECTION PROCESS

Selection Process: The selection process will consist of a review of education, knowledge, and experience based on the information presented on the application form and attachments. Applications of persons meeting the minimum qualifications will be reviewed to determine the extent and relevance of ability and experience in the following areas:

- Knowledge of land use issues, laws, and regulations;
- Experience in conducting or participating in trial-type administrative hearings;
- Knowledge of laws, rules, and procedures governing administrative hearings;
- Experience with local government functions and organizations;
- Skill in oral and written communication.

Applicants who wish to receive consideration for experience in these areas must provide detailed information on their cover letter and resume to it which clearly indicates the relevance of experience and professional involvement in these areas. Writing samples may be requested as the search proceeds. Send your cover letter and resume by close of business April 30, 2024: Sandra Marin, Administrative Services Manager, sandra.marin@montgomerycountymd.gov.

Montgomery County is an Equal Opportunity Employer. Women and minority candidates are encouraged to apply. If you have any questions regarding this opportunity, please contact

Montgomery County Government is committed to attracting and retaining a highly skilled, quality, and diverse workforce, valuing people who are committed to public service and aspire to make a difference in our community.
