

Hearing Examiner, Office of Zoning and Administrative Hearings

Full Time, Non-Merit Position

Salary range - \$105,419 to 187,233

CLOSING DATE: January 21, 2020

Montgomery County, Maryland

100 Maryland Avenue, Rockville, Maryland

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.

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.

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

- Experience in conducting or participating in trial-type administrative hearings;
- Knowledge of land use issues, laws, and regulations;
- 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, resume and attachments 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 resumes by close of business January 21, 2020 to:** Sandra Marin, 100 Maryland Avenue, 6th Floor, Rockville, Maryland 20850.