

PLANNING DIRECTOR/ZONING OFFICER

DEPARTMENT: PLANNING

JOB TITLE: PLANNER / ZONING OFFICER

IMMEDIATE SUPERVISOR: TOWNSHIP MANAGER

**PRIMARY FUNCTION:**

This is an at-will, fulltime exempt position within Township's Planning Department. This employee is responsible administrative work assisting the Township Manager in carrying out the operations and activities necessary for the effective and efficient operation of the Township. Performs difficult professional and responsible administrative work in the development and administration of planning and community development activities for the Township. Does related work as required. Work is performed under the general supervision of the Township Manager.

This work requires the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, review of plans both digitally and paper. The work involves site review in the office and in the field. These sites are usually in a natural state or in the midst of development or construction necessitating the ability to traverse rough terrain or unfinished construction sites without access for physically challenged individuals.

**WORK PERFORMED:**

1. Carries out community development objectives, including administration of the Township Comprehensive Plan, Zoning Ordinance and Subdivision and Land Development Ordinance, processing of land use applications, and coordinating code compliance; recommend and implement policies and procedures as approved by the Board of Supervisors within the construct of the Pennsylvania Municipalities Planning Code.
2. Reviews and processes planning applications; ensure compliance with appropriate laws, codes, regulations, and ordinances; prepares public hearing notices and makes presentations as necessary to convey information on the Township's community development goals, objectives, plans, ordinances, and related topics.
3. Provides administrative oversight of Third Party Contracts and Agreements for community development planning, building inspection, and code enforcement.

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4. Reviews, prepares, and recommends updates to the Comprehensive Plan and Zoning and Subdivision and Land Development Ordinances.
5. Develops long and short term planning goals and related plans.
6. Provides input into the Township budget related to Planning programs, projects and activities.
7. Prepares planning studies; assisting the Manager, Board of Supervisors, and Planning Commission with planning and zoning matters; managing special projects, managing grant projects, preparing and maintaining required records and files; working with computer networks and programs and personnel.
8. Prepares agendas, reports and other necessary correspondence related to the Planning Commission, Board of Supervisors, Township Manager, related boards, and commissions.
9. Consults with developers, contractors, and the public on construction and land use issues and provides information on planning and zoning requirements.
10. Coordinates with the Township Manager and Board of Supervisors to resolve difficult and sensitive citizen inquiries and complaints related to Comprehensive Plan and Zoning Ordinance and Subdivision and Land Development Ordinance, processing of land use applications, and coordinating code compliance.
11. Initiates and carries to completion special programs and projects as directed by the Township Manager, including investigations and report preparation.
12. Prepares and administers State, Federal and Local grants as appropriate.
13. Maintains close contact with other Township departments, particularly those that report to this employee, and necessary contacts with outside agencies.
14. Prepares required local state and federal reports covering finance, development and construction data.
15. Serves as staff liaison the Planning Commission and Zoning Hearing Board and as staff support to the Board of Supervisors. Responsible for coordination and information flow between these agencies for cohesive interaction.
16. Processes various application requests, responds to citizens, contractors and developers.
17. Tracks developer escrow funds and financial security for public improvements and coordinates the same with the treasurer and developer.

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18. Conducts planning studies and prepares reports.
19. Advises Township Manager on policies and procedures and assists in resolving problems.
20. Performs any other duties as assigned by the Township Manager.

## **REQUIRED TRAINING, EXPERIENCE AND SKILLS:**

- Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, public administration or related field and considerable experience in municipal planning and zoning administration.
- Thorough knowledge and understanding of the Pennsylvania Municipalities Planning Code.
- Thorough knowledge of the philosophies, principles, laws, regulations and procedures, goals and priorities of municipal planning and community development programs.
- Thorough knowledge of the social and economic characteristics of the community.
- General knowledge of the principles and practices of commercial and residential rehabilitation.
- General knowledge of the scope and functions of municipal government.
- Zoning administration practices and methods.
- Management skills to analyze programs, policies, and development needs.
- Ability to review, understand and evaluate site plans for consistency with Township land development ordinances.
- Pertinent Federal, State and local laws, codes, and regulations
- General knowledge of computer systems, software and programs, including utilizing a Geographic Information System.

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- Ability to gather, analyze and evaluate facts and to prepare concise and informative reports.
- Ability to establish and maintain effective working relationships with legislative and administrative officials, other employees, community agencies and the public.
- Ability to communicate complex ideas in public, orally and in writing.

### **ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:**

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager\_\_\_\_\_ Date\_\_\_\_\_

Incumbent\_\_\_\_\_ Date\_\_\_\_\_