

1779

JOB DESCRIPTION

ZONING OFFICER AND TOWNSHIP PLANNER Full-Time

Responsible to: Township Manager

Definition of Job: To perform all the duties of the zoning officer of the Township.

To perform all the planning tasks involved with the detailed technical planning reviews and approval of plans as required by the Township's zoning, subdivision, and impact fee ordinances.

To manage Code Enforcement and the Township's septic system program.

To supervise the parks department employees and oversee the parks in the Township.

To be the contact person for the federal census.

To properly and efficiently handle citizen inquiries and complaints.

To assist with other office functions and duties as needed.

Duties and Responsibilities:

A. Zoning Officer:

1. To administer and enforce all the provision of the Township Zoning Code including: Explanation of these provisions to residents, developers and any other parties with inquiries, receiving appeals and applications for conditional uses, special exceptions and variances, and forward them to the governing body or the zoning hearing board, as appropriate. Schedule, advertise and post all notices for all required hearing and appeals.
2. Receive and issue permits only where there is compliance with the provisions of the zoning code, with other municipal codes, and with the laws of the Commonwealth. Permits for construction or uses requiring a special exception or variance shall be issued only upon order of the zoning hearing board. Permits requiring a conditional use shall be issued only upon order of the governing body.
3. To administer all Township Zoning Hearing Board applications, including handling and processing applications, providing information and meeting data to applicants, board members and their solicitor. Organize board meetings and be present at meetings to provide any additional support required by the board. Responsible for all management and administration of Zoning Hearing Board process.
4. When required by the zoning ordinance, identify and register nonconforming uses and structures and record the reasons.
5. Conduct inspections and surveys as prescribed by the governing body or code to determine compliance or non-compliance with the terms of the zoning code including set back compliance for all land use permits.
6. Issue enforcement notices and orders as required by the zoning code.

7. Act on behalf of the municipality in any appropriate action or proceedings to prevent the unlawful erection, construction, reconstruction, alteration, repair, conversion, demolition, maintenance or use of any building or structure, to restrain, correct, or abate such violation, so as to prevent the occupancy or use of any building, structure or land, or to prevent any illegal act, conduct, business or use in or about such premises.
8. Revoke by order a land use or zoning permit issued under a mistake of fact or contrary to the law or the provisions of the code.
9. Record and file all applications and plans for permits and the action taken thereon. All applications, plans, and documents shall be a public record.
10. Maintain a map or maps showing the current zoning districts and overlay areas for all the land within the municipality. Upon request, the zoning officer shall make determinations of any zoning map district boundary question. Such determination may be appealed to the zoning hearing board.
11. Upon the request of the governing body, planning commission, or zoning board, present facts, records and/or information to assist the each board in making decisions.
12. To perform all duties customarily performed by a zoning officer.
13. To perform all duties that may be assigned from time to time.

B. Planning Duties:

1. To administer and enforce all provisions of the Township's Subdivision & Land Development Code including receiving, calculating fees, distributing, reviewing, and processing all subdivision and land development plans received by the Township.
2. To prepare all plans for presentation to the Township Planning Commission, respond to requests and questions by the Planning Commission members, and make the presentation of the plans at the Planning Commission meetings when required.
3. To administer and enforce all provisions of the Township's Transportation Impact Fee Code, including determination of properties in the impact fee area, explanation of the impact fee and reasons therefore, and calculation of the fee for each case, as assisted by the Township Traffic Engineer.
4. Prepare Planning Commission meeting agendas and meeting presentations using computer technology.
5. To analyze land use proposals to determine compliance with pertinent state, county, and municipal plans, laws, and regulations.
6. To attend and participate in the township public meetings including the Planning Commission, Zoning Hearing Board, Township Supervisors, and committees. A minimum number of evening meetings will require attendance. Land These meetings are considered part of the annual salary and no additional remuneration is provided for meetings requiring attendance, including any in addition to the above.
7. To act as liaison, when directed by the Township Manager, between the Township Board of Supervisors and land developers and other applicants or residents. To communicate the Board's decisions to the applicants, developers, agents, and appropriate county planning agencies.
8. To perform field inspections of land development proposals to visually assess existing conditions at and near the site in question to afford a comparison of the area with the land use proposal.
9. To keep records and stay current with MS4 regulations, handle complaints, concerns for all non-roadway related storm water issues and operate the Township's traffic

recorder including preparing all requested reports.

10. To be the Township's PA One Call representative. Receive and respond to all PA One Calls correctly after coordination with the Township Manager and Public Works Department.
11. To perform all duties customarily performed by a planner.
12. To perform other duties that may be assigned from time to time.

C. Code Enforcement Duties:

1. Adminstrate the enforcement of the provisions the Township's code, including but not limited to the nuisance, junkyard, recreation, septic system, and driveway chapters.

D. Parks Department

1. To supervise the parks department employees.
2. To oversee all the park operations to make sure the Township's park system is safe for the public to enjoy.
3. To suggest to the Township Manager any upgrades, changes and/or improvements needed at the parks.
4. To oversee inspection of the recreation equipment and to make sure all equipment is safe for use. To provide those written reports to the Township Manager when requested.
5. To prepare an annual budget of needs for the park system provided to the Township Manager to be presented to the Board of Supervisors for their consideration.
6. To work with and assist the Board of Directors and Historian of the Battle of Monterey Pass with Battlefield items.
7. To perform all duties customarily performed by a park supervisor.

E. Federal Census

1. To be the chief contact person for the Township with the Federal Census Bureau.
2. To cooperate with the Census Bureau to the fullest extent possible to assure the Township of the most accurate count.

Required Knowledge, Skills and Abilities:

1. The ability to understand and interpret the zoning, subdivision, impact fee, nuisance and all other township codes.
2. The ability to understand and interpret subdivision and land development plans, building plans, and other plans.
3. Knowledge of problems involved in land use planning work.
4. Knowledge of the theories, practices, concepts, and techniques of planning.
5. Knowledge of and familiarity with varied problems brought about by growth of urban centers, movements of populations, changing character of individual suburban areas, the location, relocation, use and/or loss of industrial opportunities, traffic conditions, housing needs, and other contemporary conditions affecting the economic status of local government.
6. The general knowledge of building design and plans.
7. The ability to understand the theories, practices, concepts and techniques of planning and zoning.
8. The ability to maintain harmonious relationships with administration officials, co-workers and the public.

9. Valid driver's license at all times.
10. Excellent interpersonal and communication skills including the ability to communicate effectively.
11. Knowledge of office methods and procedures.
12. Knowledge of computer operations including email software, Microsoft Word, Excel, graphics operations, land management software, and the Franklin County GIS System.
13. Ability to learn and apply a variety of laws, ordinances, rules requirements and procedures applicable to township business.
14. Ability to understand and carry out written and oral instructions.
15. Ability to develop a thorough knowledge of investigative techniques and procedures involved with the enforcement of township ordinances, as well as the ability to be a proper witness in court.
16. Ability to learn to operate a Traffic radar recorder.
17. Ability to learn new computer programs and uses.

Working Conditions, Requirements, and Abilities:

- While performing the duties of this job, the employee is required to walk, sit, stand, and climb. Specific vision abilities required by this job include close vision, depth perception, and ability to focus.
- While performing the duties of this job, the employee may be required to walk on uneven or undeveloped land sites. Performing on-site inspections may expose employee to adverse weather conditions and pollen, depending on the season of the year. Undeveloped job sites may expose the employee to noxious weeds such as poison ivy, poison oak, or poison sumac and to insect bites and stings.
- The employee will be using a telephone, copier, scanner equipment, printer, computer, and other equipment used in an office setting. In addition, the employee will be required to operate a motor vehicle.

Preferred Education & Experience Qualifications:

1. Education – Bachelor's degree from an accredited college with 21 semester hour credits in professional planning subjects, such as the principles of land use planning, history of city planning, planning project design, or planning law and administration or equivalent work experience.
2. Experience – Two years of responsible professional planning experience in municipal, county, regional, or state planning involving the preparation or review and analysis of land use proposals.
3. License – Appointee will be required to possess a valid driver's license.

Additional Information:

1. Benefits - The Township's current full-time benefit package shall apply to this position. There is a ninety- (90) day probation period for all benefits except health insurance.
2. Performance Probation – The performance probation period for this position shall be six (6) months from the starting date.
3. At will – This salaried position is an at-will position.
4. The position is assigned to a Monday through Friday 40-hour workweek from 8:00 a.m. to 4:30 p.m. However, the employee will be required to attend various public meetings held during the evening hours.
5. Background Information – If you are selected as a finalist, a "Waiver and Release for Background Information" form will be required to be signed so that a complete

background check, including driving record, can be completed by the Township.

Essential duties:

I have reviewed the above listed essential duties including “Duties and Responsibilities”, “Required Knowledge Skills and Abilities”, “Working Condition, Requirements and Abilities”, and “Educational and Experience Qualifications” for this position, and I believe that:
(check one)

- I can fully perform all duties without accommodation.
- I can fully perform all duties, but only with the following accommodations:

- I cannot fully perform all the duties, even with accommodations.

I understand and agree to all of the above conditions, and by my signature verify that my responses are accurate.

Applicant's Signature

Date

“This job description is not intended to be a contract of employment with the employee. It is also not intended to create any property interest in the employee. The employee covered by this job description is an at-will employee of the Township.”