



JOB DESCRIPTION

TITLE: Planner & Zoning Officer
DEPARTMENT: Building & Zoning

REPORTS TO: Assistant Township Manger/Director of Building and Zoning

EEO JOB CATEGORY: Professional

DATE JOB DESCRIPTION COMPLETED: June 12, 2023

SUMMARY: The Planner & Zoning Officer performs a variety of duties including: coordinating, with oversight from the Director, land planning initiatives, such as pedestrian connectivity and revitalization efforts; interpreting and enforcing the Township's zoning ordinance, through permit, development and Zoning Hearing Board applications; making recommendations regarding such applications through written reports and oral presentations; and performing site inspections for zoning applications. The Planner & Zoning Officer acts as the staff liaison to the Township Planning Commission and Zoning Hearing Board.

TYPICAL EXAMPLES OF WORK: This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties might be required as deemed necessary:

- Responsible for the administration, interpretation, and enforcement of all municipal ordinances and state laws related to land development, building, and zoning;
- Professional and technical work involving the processing and review of development applications and permits; reviewing and tracking development plans for completeness and compliance with Township codes, while providing information to interested parties regarding land use policy and making recommendations regarding land use proposals;
- Provide professional-level planning duties with a wide range of assignments including subdivision/land development reviews, ordinance amendments, conditional uses, comprehensive planning, and other duties as assigned
- Assists in preparing agendas and minutes for advisory committees; provide

memos and overviews of plans and make recommendations to the Board of Supervisors;

- Attend meetings, assist with planning studies and participate on steering committees as a representative of the department as needed;
 - Respond to inquiries regarding development regulations and procedures
 - Process Zoning Hearing Board applications
 - Investigate citizens' complaints, questions, and concerns pertaining to zoning
 - Prepare planning documents, model ordinances, maps, and other information as directed
 - Contribute to the future development and maintenance of the Township Comprehensive Plan
 - Any other duties and responsibilities assigned by the Director of Building and Zoning or the Township Manager
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QUALIFICATIONS DESIRED:

- Ability to read and understand land development engineered plans
 - Knowledge of zoning regulations and the subdivision/land development process in Pennsylvania
 - Understanding of the theories, practices, and concepts of planning and land development
 - Excellent oral and written communication skills
 - Strong digital and computer skills; familiarity with GIS
 - Ability to prioritize duties and work on several projects simultaneously
 - Experience: Bachelor's Degree with three (3) years' experience in local government, planning, code enforcement or related areas
 - Equivalent combination of education, experience and or training which provides the knowledge and skills necessary to perform the work
 - Valid PA Driver's License
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GENERAL SIGN-OFF:

The employee is expected to adhere to all Township Policies while employed. The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exclusive list of all responsibilities, duties and skills required to perform the job.

I have read and understand the contents of this job description.

Signature: _____ Date: _____

Department Director Signature: _____ Date: _____