

**JOB DESCRIPTION
DIRECTOR OF PLANNING, ZONING &
CODE ENFORCEMENT**

JOB TITLE: Director of Planning, Zoning and Code Enforcement

DEPARTMENT: Planning Development

FLSA STATUS: Exempt

REPORTS TO: Township Manager

WORK OBJECTIVE:

Responsible for managing the operations of the Planning, Zoning and Codes Department, including: reviewing and processing all Subdivision and Land Development Plans, Conditional Uses, Zoning map and text amendments, variance, and special exception applications. Ensuring timely processing of building permits and reviewing potential code violations and administering corrective measures. Provides guidance and recommendations regarding Township ordinances. Position is primarily focused on managing the department by supervising employees and consistent engagement with all levels of staff, residents, consultants, elected officials and applicants. Position requires extensive expertise and knowledge of the Pennsylvania Municipalities Planning Code and municipal codes. Serves as Township Zoning Officer.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Organizes, plans, and directs the Township's land development and planning program
- Reviews and processes land development and zoning applications
- Coordinates, attends, and participates in meetings for the Planning Commission, Zoning Hearing Board, and the Board of Supervisors, as required
- Coordinates department operations and goals with other Township functions and government agencies
- Interprets Township codes and participates in meetings with developers, attorneys, engineers, property owners, and citizens to provide guidance in the building, planning, and zoning permitting process
- Responsible for code enforcement oversight, building inspections, fire & life safety inspections, etc. through department staff, Township professionals or third-party personnel
- Responds to complaints of potential code violations; conducts field investigations of potential violations; issues notices/citations; provides court testimony
- Reviews Township ordinances and makes recommendations for updates and revisions
- Reviews and approves relevant Department invoices
- Coordinates land development escrow funds with Finance Dept. and Township Engineer

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- Oversees front office administrative responsibilities
- Assists the Township Manager and other staff with special projects as needed
- Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; may initiate discipline and termination procedures
- Oversees and participates in the development of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

MINIMUM QUALIFICATIONS:

Preferably five (5) or more years' experience in land development and planning, including at least three years of supervisory experience; direct municipal government experience along with a Bachelor's or Associate degree in planning, public administration, engineering or a closely related field strongly preferred; or an equivalent combination of education, certification, training, and experience. Required to have a valid Pennsylvania state driver's license. May be required to have or obtain additional formal industry certification(s) based on area of assignment.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources
- Knowledge of building inspection codes, principles, and techniques
- Knowledge of engineering design and construction plan and site plan techniques
- Knowledge of the principles and practices of land use planning and local, state, and federal laws pertaining to planning and zoning
- Skill in preparing and administering budgets

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- Ability to operate a computer using Microsoft Office (Word, Outlook, and Excel), and applicable department/organization specific software, including GIS applications
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to read and understand building plans to determine conformity of work with specifications and code requirements
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to delegate, manage, and supervise effectively
- Ability to respond to citizen inquiries and complaints, effectively, concisely, and tactfully
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.