

EAST LAMPETER TOWNSHIP

POSITION DESCRIPTION

TITLE: DIRECTOR OF PLANNING / ZONING OFFICER
DEPARTMENT: PLANNING AND ZONING

GENERAL SUMMARY: Under the supervision of the Township Manager, administer and enforce the Township Zoning Ordinance, Subdivision and Land Development Ordinance, Stormwater Management Ordinance and other miscellaneous Township Ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Process and / or oversee the processing of applications for zoning, building, stormwater and other permits from submission through a decision to deny or to issue permits in conformance with all applicable federal laws and regulations, state laws and regulations and Township Ordinances. Track all zoning and building permits from permit issuance through occupancy and completion of the project and prepare regular reports.
2. During the processing of permit applications, coordinate the impartial review and approval of applications with building code officials and other Township departments. Work with applicants, property owners and consultants to provide assistance.
3. Process applications for all zoning hearings (special exceptions, variances and conditional uses) including the preparation of public notices, newspaper advertising and property postings. Coordinate hearings with all involved parties including the applicant, zoning hearing board members, legal counsel and other Township staff members.
4. Maintain complete and organized files on all properties in the Township related to zoning and building applications, permits, zoning applications and decisions and applications for recorded subdivision and land development plans.
5. Investigate complaints and independently identify violations of the Township Zoning Ordinance and other Township Ordinances (including the "Nuisance Ordinance" and Property Maintenance Code) with impartiality. Prepare and issue notices of violation and prepare complaints for prosecution before the District Magistrate.
6. Prepare agendas for, attend and prepare minutes for Township Zoning Hearings, Township Planning Commission meetings and when requested by the Township Manager, Board of Supervisors meetings. Attend other meetings to represent the Township.
7. Assist the public and design professionals with questions related to the zoning ordinance and other Township ordinances.

8. Oversee and conduct special projects and other duties related to Township Planning issues, the administration, enforcement and improvement of Township Ordinances and other projects and duties when needed.
9. Utilize and maintain information for the Zoning and Planning Department on the Township's computer system.
10. Supervise the Assistant Zoning Officer(s), Administrative Assistant, Stormwater Coordinator and Stormwater Technician in the conduct and completion of assigned duties, including appropriate direction, training and discipline.
11. Serve as the Township's Building Code Official under the Pennsylvania Uniform Construction Code by obtaining and maintaining the required certification. Maintain the approved list of third party Uniform Construction Code (UCC) plan review and inspection firms as well as maintain liaison with these firms in order to provide an efficient and effective permit process. Maintain the UCC Board of Appeals for the Conestoga Valley Region and provide staff support through effective communication with Upper Leacock and West Earl Townships.
12. Serve as an administrator for permit software programs and GIS software and oversee the appropriate maintenance and utilization of these tools.
13. Promote a positive customer service approach and atmosphere.

JOB SPECIFICATIONS:

*indicates developed after employment

Education / Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of a degree or certification beyond a high school diploma, or the equivalent in combined education and experience. Certification as a Building Code Official under the Pennsylvania Uniform Construction Code within one-year of employment will be required. American Institute of Certified Planners (AICP) Accreditation preferred.

Knowledge:

Comprehensive knowledge of the Pennsylvania Municipalities Planning Code.*

Comprehensive knowledge of the Pennsylvania Uniform Construction Code Administration Section.*

Comprehensive knowledge of East Lampeter Township Zoning Ordinance and other Township Ordinances.*

Thorough knowledge of scope and purpose of Township programs and services.*

Thorough knowledge of computer systems, including database and spreadsheet.

Thorough knowledge of Township policy and procedure.*

Skill:

Computer operation.
Must have a valid drivers license.

Abilities:

Ability to communicate effectively and resolve complaints, inquiries and requests from the public.
Ability to read, write, speak and understand the English language.
Ability to use tact to avoid unnecessary friction and obtain cooperation from others.
Ability to prepare concise reports and make effective written and oral presentations.
Ability to develop effective relationships with managers, staff, elected officials, representatives of governmental regulatory agencies, design professionals and the public.
Ability to analyze data and make recommendations.
Ability to apply mathematical and statistical principles in analysis of Township data and permit applications.
Ability to work with abstract ideas and visualize possible applications in the enforcement of Township Ordinances.
Ability to sit and operate a computer for extended periods of time.
Ability to lift and install public notice signs.

Working Conditions:

Work is generally performed alone in an office environment with frequent interruptions. Work requires attendance at meetings outside of the Township offices and at evening meetings. Work will regularly require riding in a car, being outside, walking, lifting and climbing. Work will frequently require navigation around construction sites which often involves irregular footing and surfaces or at heights above the ground. This often requires bending, twisting and climbing. Work will at times involve exposure to dust, fumes, noise, dampness, cold or heat. Work will require some scheduled hours on weekends primarily for the purpose of identifying violations of ordinances and taking appropriate enforcement actions.

THIS POSITION IS A SAFETY SENSITIVE POSITION WHICH REQUIRES USE OF TOWNSHIP VEHICLES, COMPUTER SYSTEMS, PERSONNEL INFORMATION, AND FINANCES.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job. The position description does not constitute an employment agreement and is subject to change by the Township when needs of the Township and requirements of the position change.

REPORTS TO: Township Manager
SUPERVISES: Assistant Zoning Officer(s), Administrative Assistant, Stormwater Coordinator and Stormwater Technician
DATE: September 2024

