



## Job Description

# Planning & Zoning Administrative Specialist

<b>Status:</b> Non-Exempt	<b>Department:</b> Community Development
<b>Supervision Received:</b> Under the direction of Asst. Director of Community Development	<b>Positions Directly Supervised:</b> None

**Basic Function/Summary:** This position provides administrative, project, and staff support to the department of Community Development. This position will provide guidance to developers and applicants through the Subdivision, Land Development, Zoning, Permitting & Code Appeal process.

### Work Performed:

Essential duties

#### 1. Planning Responsibilities

- a. Processing applications, scheduling and advertising Planning Commission Meetings and other public notices.
- b. Attending Planning Commission Meetings to keep minutes for the record.
- c. Coordinate & track reviews from Township Engineer and Township Staff.
- d. Reporting on Application fees received by the Commission.
- e. Maintain up to date development files and Coordination of Improvements Agreements with Township Staff and Solicitor.
- f. Assist Township Staff in preparation of resolutions for proposed new subdivisions and land development projects, obtaining required signature approvals and tracking date deadlines for responses.
- g. Assemble and distribute routine reports (i.e.: U.S. Census Report, Permit Report, monthly financial reports, quarterly DCED report, and yearly ordinances to be codified).
- h. Track and report project time limits and extensions.

#### 2. Zoning Responsibilities

- a. Processing Zoning Appeal Applications or Special Exception Requests.
- b. Scheduling and advertising Zoning Hearing Board Meetings.
- c. Assist the Zoning Officer in preparation of meetings and mailings of Public Notices to residents.
- d. Report on application fees received by the Zoning Hearing Board.
- e. Maintaining up to date Zoning Appeal Files.

### 3. Performs other duties as assigned

#### **Education /Experience/Knowledge:**

- High school diploma or equivalent.
- Two (2) years of experience in clerical/ administrative work.
- Prior experience in a municipal/local government setting preferred.
- Project management experience.
- Knowledge and proficiency in use of computers including Microsoft Office (Word, Excel, OneNote, Teams, etc.).

#### **Competencies:**

- Accountability& Dependability
- Attention to Detail/Organizational Skills
- Adaptability & Flexibility
- Communication: written & oral
- Computer (Literacy) Skills
- Confidence
- Customer Focus –commitment to serve the public; build and maintain customer satisfaction with the services offered by the Township; provides excellent service to the public.
- Initiative/ Problem Solving
- Interpersonal/Teamwork
- Mathematical Skills
- Listening, Reading, Writing
- Self-Management
- Thoroughness

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel objects, and reach with hands and arms.

Tasks in this position involve the ability to exert moderate physical effort in sedentary to moderate work. This position will require mobility (sitting, standing, walking, bending, etc.) up to (8) hours a day in the office setting. May lift/pull objects and materials of weight (15-25 pounds). Be able to operate office machinery.

**Work Environment:** Work is typically performed in a professional office environment.

**Position Type and Expected Hours of Work:**

This is a full-time, non-exempt position. Typical days and hours of work are Monday through Friday, 7:30 a.m. – 4:00 p.m., with expected monthly (evening) meeting attendance. May work in excess of 40 hours a week, when required.

**Other Duties:**

Please note this job description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

---

Last revised 07/8/2020