



UPPER MACUNGIE
TOWNSHIP

Job Description

Director of Planning & Zoning

Status: Exempt	Department: Community Development
Supervision Received: Under the direction of the Township Manager	Positions Directly Supervised: 2+ full-time employees

Basic Function: This position is responsible for the enforcement of all Township Ordinances and state laws including but not limited to; building, zoning, and property maintenance. The Director is responsible for the reviewing and processing all Subdivision and Land Development Plans, Conditional Uses, Map and Text Amendments, Variance and Special Exception applications. Position is also responsible for interpretation and enforcement of the Township’s zoning ordinances, while exercising independent judgement to determine the best approach by using and interpreting policies and procedures. The Director is responsible for preparing correspondence and agendas for the Planning Commission, and Zoning Hearing Board. The Director is also responsible for supervising and directing department personnel on day-to-day operations. The Director will serve as the Township’s Zoning Officer.

Essential Duties and Responsibilities:

1. Supervise and direct the daily activities of code enforcement, building inspection, planning, zoning, and general administrative matters to include responsibility for the following:
 - a. Oversight of all accessibility, plumbing, electrical, mechanical, sprinkler, and building plan reviews and inspections.
 - b. Daily accountability of all departmental deposits and records.
 - c. Property maintenance inspections and reports.
 - d. Issuance of all permits for building, zoning, demolition, excavation & fill, burning, street opening, simplified approach, operational, floodplain, and other permits as required by various laws, codes, and ordinances.
 - e. Supervising or providing the investigation of all building, zoning, property maintenance or code enforcement complaints.
 - f. Oversight of the administering, inspecting, and enforcing all zoning related matters.
 - g. Submission of all building, zoning, stormwater, floodplain, etc. reports to appropriate county, state, and federal agencies on a monthly, yearly, and quarterly basis.
 - h. Oversight of the Township’s Ag Security Area (ASA) program

2. Responsibility supervising the Department staff, vendors and assigning duties, and monitoring of all department training and certifications as required as part of the new statewide building code regulations.
3. Perform all reviews related to the Subdivision and Land Development and Zoning Ordinances, and general administrative matters including:
 - a. Supervising all activities for the Township Planning Commission, and Zoning Hearing Board, including agendas, minutes, and annual reports.
 - b. Submit request for ordinance changes to the appropriate municipal and county agencies for review and comment.
 - c. Enforce the Township's Zoning Ordinance, including all maintenance inspections and reports.
 - d. Provides oversight and review of developer's escrow accounts for review of plans related to SLDO and Zoning Ordinances.
 - e. Meetings with developers, as needed, and providing comments upon completion of plan review.
4. Oversight for the recording of all plans at the courthouse.
5. Responsible for maintaining up-to-date Township Plans and maps; including but not limited to zoning map, street map, and other official maps
6. Responsible for providing monthly and annual departmental reports
7. Supervision of the daily collection of fees and providing a daily deposit report to the finance department.
8. Maintaining a file on all public improvements that have been deferred by the Board of Supervisors.
9. Attend Township meetings, including evenings, as necessary.
10. Responsible for preparing annual department budget.
11. Prepares, and/or presents testimony for court cases; provide court documents in the case of special exemptions and zoning appeals.
12. Maintain liaison with other local, county and state code enforcement agencies
13. Serve as the Township's Zoning Officer
14. Operates a vehicle to travel to sites within and outside of the Township
15. Performs the full range of supervisory duties
16. Other duties as assigned

Education /Experience:

- A bachelor's degree in geography, urban/regional planning, GIS, engineering, public administration, or a related field;
- Four (4) years of progressively responsible experience in planning;
- Three (3) years' experience at the state or municipal level in code enforcement and zoning;
- Five (5) years' experience in a supervisory position.

Certifications/Licenses:

- Valid Pennsylvania Driver's License.
- American Institute of Certified Planner (AICP) certification or ability to obtain certification within a determined period is preferred but not required.

- Zoning Officer Certification or the ability to obtain certification within a determined period is preferred.
- Ability to obtain other licenses as may be required to perform assigned duties.

Knowledge:

- Advanced knowledge of the PA Municipalities Planning Code (PA MPC), local planning and land use principles.
- Advanced knowledge of uniform building codes, zoning, and code enforcement.
- Advanced knowledge of the International Properties Maintenance Code (IPMC) and processing of citations.
- Knowledge of GIS fundamental concepts, practices, and procedures. Ability to create and edit tabular data and geometric data. Must be able to demonstrate proficiency with ArcGIS 10.0 or newer.
- Knowledge of municipal government and operations.
- Knowledge of state and federal regulations and laws governing stormwater.
- Knowledge of grant writing and grant management.
- Knowledge of modern office methods, procedures, and equipment.
- Knowledge of principles and practices of research and data collection. (Must be able to take the initiative to research data on a consistent basis, see competencies)
- Knowledge of resolutions and ordinances (see competencies)
- Knowledge of standard surveying practice with the ability to read and interpret subdivision and land development plans, contracts, maps, manuals, codes, and policies.

Competencies:

- Able to speak and read English Language; has ability to understand and follow both written and verbal directions. Ability to understand and write resolutions and ordinances.
- Analysis/Reasoning- Examines data, draws conclusions, and solves problems; applies logic to analyze and categorize complicated information.
- Accountability/Dependability- Takes personal responsibility for the quality & timeliness of work, achieves results with little oversight.
- Attention to Detail
- Adaptability/Flexibility- Adapts to changing business needs, conditions, & work responsibilities and works with variety of situations, individuals, groups, & varying customer needs.
- Communicate effectively: written & orally
- Computer (Literacy) Skills- Proficient in Word, Excel, Outlook and other systems that would be utilized by the Department on a regular basis.
- 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.
- Confidence
- Decision Making & Judgement- Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.
- Enforcing Laws, Rules, Regulations

- Ethics/Integrity
- Initiative- Identifying what needs to be done and doing it before being asked/before the situation requires it.
- Interpersonal/Collaborative Skills- Gets along and interacts positively with co-workers and others; understands and relates to others.
- Gaining Voluntary Compliance- Clearly communicates the reasons for seeking compliance; convinces others to follow recommendations and advice to bring them into compliance with regulations, standards, or policies.
- Organizational Skills
- Managing Performance- Takes responsibility for one's own or one's employees' (staff/department) performance, setting clear goals & expectations, tracking progress against goals, ensuring feedback and addressing performance problems/issues promptly.
- Mathematical Reasoning with accuracy
- Self-Management/Time Management - Managing ones own time and the time of others.
- Operating Equipment- Uses tools, machines, and/or vehicles to complete the assigned work.
- Tact- Handles challenging or tense situations in a positive manner.
- Team Leadership/Teamwork/Staff Management

Physical Requirements/Working Conditions: 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.

Work is performed inside and/or outside, with potential for exposure to adverse environmental conditions (e.g.: dirt, cold, rain, fumes, etc.) throughout various locations within the township.

This position will require mobility (sitting, standing, walking, bending, climbing etc.) up to eight (8) hours a day in the setting. May lift and pull objects of substantial weight up to twenty-five (25) pounds. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle or feel objects, and reach with hands and arms. The employee occasionally is required to stand; walk; climb or balance; and stop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to focus.

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. May work in excess of 40 hours a week, when required; may attend evening meetings.

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.
