

Position Title: Planning & Zoning Officer
Department: Community Development
Supervisor: Asst. Manager/Code Enforcement Director
FLSA Status: Non – Exempt

JOB SUMMARY

This is a technical and administrative position within the Community Development Department under the general direction of the Asst. Township Manager/Code Enforcement Director. This position involves administering community planning programs in accordance with the Salisbury Township Subdivision and Land Development Ordinance, reviewing and issuing permits and enforcing the Salisbury Township Zoning Ordinance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers the planning process by developing and coordinating development plans with various agencies in preparation for submission to the Township Planning Commission and the Board of Commissioners, and assures that these plans conform with the Township's subdivision and land development regulations;
- Writes, reviews and comments on development plans as they relate to the requirements of the Township's Comprehensive Plan and Zoning Ordinance;
- Prepares agendas and submits reports to the Planning Commission in preparation for its review and discussion of pertinent development plans or amendments to the regulatory ordinances;
- Attends all meetings of the Planning Commission and is responsible for the maintenance of Planning Commission records;
- Administers the Zoning Ordinance by issuing permits, maintaining records, investigates zoning complaints, violations and processing applications for variances to be considered by the Zoning Hearing Board;
- Performs the duties of Secretary to the Zoning Hearing Board and attends its meetings;
- Oversees the enforcement of the Zoning Ordinance and addresses complaints.
- Performs the duties of Floodplain Administrator

OTHER DUTIES AND RESPONSIBILITIES

- Participates in specified training programs including, but not limited to, code enforcement theories and techniques and storm water enforcement and inspection.
- Performs other duties as assigned by supervisor and/or Township Manager

SKILLS & QUALIFICATIONS

- Extensive knowledge of the principles and practices of land use planning and considerable knowledge of local, state and federal laws pertaining to planning and zoning;

- Comprehensive skill in the application of the principles and practices of planning, design and community conservation; ability to develop comprehensive plans and prepare reports;
- General knowledge of the principles of public administration and the ability to work with people;
- Ability to effectively communicate orally and in writing, follow verbal and written instructions, and establish effective working relationships with employees, other agencies and the general public
- Knowledge of legal enforcement procedures and preparation
- Valid Pennsylvania Driver's License
- Extensive experience in the administration of a community planning and zoning program, including several years' experience in the enforcement of Act 247 PA Municipal Planning Code and other land use control regulations;
- Completion of a Bachelor's Degree program at an accredited college or university with major course work in community planning, public administration or similarly related field;
- Three to five years' experience of progressive responsibility in planning and/or zoning preferred, Or any equivalent combination of acceptable training and experience.

SPECIAL REQUIREMENTS

The Planning & Zoning Officer, once hired, must be sworn in and will be classified as a sworn Salisbury Township employee, non-civil service, with powers of enforcement obtained through the Lehigh County criminal justice system to issue summary citations in order to allow the enforcement of the Township ordinances and will participate in judicial actions for code violations.

WORK POSTURE REQUIREMENTS

- 1) Bending 5-25%
- 2) Crouching 5-25%
- 3) Reaching 5-25%
- 4) Standing 25-50%
- 5) Walking 25-50%
- 6) Sitting 50-75%
- 7) Lifting 5-25% *(Average weight to be lifted 15 lbs.)

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.

While performing the duties of this job, the employee may be required to stand; sit; walk; hear; taste and smell; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.

VISION REQUIREMENTS

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

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is frequently performed in an office setting and frequent driving of a vehicle is required. Some work is performed on site at various commercial, industrial, multi-family and other public occupancies within Township boundaries. Occasionally the employee is required to work in outside weather conditions during the site visits of various developments and construction sites. The noise level in the work environment is usually moderate.

EMOTIONAL DEMANDS

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|--------------------------------|------------|
| 1) Contact with General Public | Frequently |
| 2) Customer Contact | Frequently |
| 3) Working Alone | Rarely |

BENEFITS ELIGIBILITY

This Full-Time position is eligible for employee benefits.

WAGES

Salary Range: \$65,700 - \$81,900 (depending on qualifications)

NOTE: The requirements included in this job description are representative of those an employee encounters while performing the essential functions of this job. This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.