



UPPER MACUNGIE
TOWNSHIP

Job Description
Township Planner

Status: Exempt	Department: Community & Economic Development
Supervision Received: Under the direction of the Township Manager and/or Director of Community & Economic Development	Positions Directly Supervised: N/A

Basic Function: The Township Planner is responsible to ensure that the Subdivision and Land Development Ordinance and Zoning Ordinance put the Comprehensive Plan into action, are consistent with each other and other ordinances, and accomplish the goals of the Township; coordinate, review, and process all Subdivision and Land Development applications, Conditional Use Applications, and Map and Text Amendments, including working with developers and other applicants to provide guidance throughout the process; respond to resident needs and resolve problems related to Township ordinances; meet with Planning Commission and Zoning Hearing Board, as necessary, to present plans and recommendations.

Essential Duties and Responsibilities:

1. Implement the components of the Comprehensive Plan and Official Map through daily application of the Zoning Ordinance and Subdivision and Land Development Ordinance, ensuring standards outlined in the codes meet or further the Township's goals.
2. Assist in the update of long-range planning documents, including the Township's Comprehensive Plan, and prepare ordinances and other regulations consistent with best planning practices and trends.
3. Provide input on and implement updates to municipal forms, educational materials, and other department documents and procedures to ensure clear and efficient delivery of department services to the public.
4. Administer Subdivision and Land Development Ordinance; receive, review and facilitate the review all applications and submissions related to any proposed subdivision or land development and stormwater management plans for completeness; monitor plans for provisions that conflict with community development goals established by the Township Comprehensive Plan and Official Map; provide a written review and report of all applications received as to their compliance with the requirements of the related ordinances, and other applicable laws, rules, regulations, and standards; provide the applicant and other parties, if requested, with copies of items sent to the Planning Commission.

5. Serve as the staff support to the Planning Commission, preparing its agenda, attending its meetings, and reviewing its minutes; present applications, plans, and reports to the Planning Commission for review, comment, and recommendation; follow up with all parties on review of plans and ensure exchange of relevant information. Coordinate among the various internal and external stakeholders participating in the process before plan submission, during the plan approval process, and after approval.
6. Interprets and applies state, county, and local laws, codes, ordinances, and regulations.
7. Conducts and manages the review of various development applications, including plats, permits, site plans, and rezoning proposals.
8. Writes and presents formal and technical reports, working papers, and correspondence; drafts, or assists in the creation of drafts, of a variety of ordinances and regulations relating to land development.
9. Identifies community problems, issues, and opportunities that could be mitigated or implemented through community planning.
10. Develops strategies to promote economic and community development or efficient land uses consistent with community goals set in the Comprehensive Plan.
11. Recommends priorities, schedules, and funding sources to implement public improvement plans.
12. Schedule and attend meetings with developers as needed.
13. Track, report on, and maintain project time limits and extensions in accordance with the Pennsylvania Municipalities Planning Code; coordinate and track reviews from the Township Engineer, Zoning Officer, Staff, and any third-party consultants.
14. Maintain relationships with State, County, and Local agencies.
15. Stay informed of evolving standards and course requirements in the field of planning and zoning; attend workshops and necessary training to maintain certification; read professional literature and maintain professional affiliations.
16. Works collaboratively with other township departments and maintains a positive and respectful work environment.
17. Performs other duties as assigned.

Education & Experience:

- A bachelor's degree in geography, urban/regional planning, GIS, engineering, public administration, or a related field.
- Five (5) or more years of progressively responsible experience in planning.
- Two (2) or more years of experience in municipal government preferred.

Certifications/Licenses:

- American Institute of Certified Planners (AICP) Certification or the ability to obtain certification within one (1) year of date of hire; and the ability to maintain the certification, as required.
- A valid Pennsylvania Driver's License with an acceptable driving record.
- Ability to obtain and maintain other licenses as may be required to perform assigned job duties.

Knowledge:

- Thorough knowledge of the Pennsylvania Municipalities Planning Code.
- Ability to read and interpret subdivision and land development plans, contracts, maps, manuals, codes, and policies, including the Township Subdivision and Land Development Ordinance, Zoning Ordinance, and the Second-Class Township Code.
- Well-developed knowledge of planning principles and practices.
- Knowledge in land development and construction processes.
- Knowledge of principles, methodology, practices of research, and data collection.
- Knowledge of municipal government and administration.
- Knowledge of community remediation and redevelopment, and relevant Federal programs.

Competencies:

- Accountability/Dependability- Takes personal responsibility for the quality & timeliness of work, achieves results with little oversight.
- Attention to Detail- Carefully monitors the details and quality of own and others' work; the ability to focus on all areas of a task.
- Adaptability/Flexibility- Adapts to changing business needs, conditions, & work responsibilities and works with variety of situations, individuals, groups, & varying customer needs.
- Communication- Able to speak and read English Language; articulate thoughts and express ideas effectively and clearly using oral, written, visual and non-verbal communication skills, as well as listening skills to gain understanding inside and outside the organization. The ability to deliver information in person, in writing, and in a digital world. Must be able to communicate laws, policies, and procedures to the public, occasionally under adverse circumstances.
- 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; handling citizen inquiries and complaints. (Ability to meet with residents, developers, engineers, attorneys, businesses, and others to relay information, issues, and concerns from the township perspective relating to land development, planning, zoning, and for other projects)
- Decision Making & Judgement- Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.
- 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.
- Interpersonal/Collaborative Skills- Gets along and interacts positively with co-workers and others; understands and relates to others.
- Initiative- Identifying what needs to be done and doing it before being asked/before the situation requires it.
- Self-Management-Time Management – Managing one's own time and the time of others.

- Tact – Handles challenging or tense situations in a positive and respectful manner.
- Mathematical Reasoning with accuracy
- Organizational Skills
- Ethics/Integrity
- Knowledge of effective writing techniques and computer programs including, but not limited to, the Microsoft Office Suite, Adobe Acrobat, Internet applications, and Graphical Information Systems.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to lift and/or move objects and materials of weight (15-25 pounds). Stand and be mobile intermittently up to eight (8) hours a day, including travel to and from event locations or meetings.

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

This job requires work in a professional office environment, however some driving to various offsite areas is required. The employee will occasionally work outside and may be exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and loud noise.

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/Expected Hours of Work:

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

Other Duties:

Please note this job description is not designed to cover or contain a 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.