



UPPER MACUNGIE
TOWNSHIP

Job Description
Zoning Officer

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

Basic Function: This position is responsible for the interpretation and enforcement of the Township's Zoning Ordinance, while exercising independent judgement to determine the best approach by applying established policies and procedures. Provides administrative support to the Zoning Hearing Board. Responds to resident inquiries and resolves problems related to Township ordinances. Works with other Township Staff and Consultants, as necessary, to present plans and recommendations to the Zoning Hearing Board, Planning Commission, and Board of Supervisors.

Essential Duties and Responsibilities:

1. Review Building Permit Applications, Land Development Applications, and other zoning-related applications including Conditional Use and Special Exception for compliance with the Township Zoning Ordinance. Reviews and approves or denies all Zoning Permit Applications; explains regulations, areas of non-compliance, and possible procedures for remedies when permits are denied.
2. Answer inquiries regarding Zoning and related Ordinances whether by telephone, e-mail, or in-person.
3. Interpret the Zoning Ordinance as provided for in the PA Municipalities Planning Code.
4. Provide preliminary opinions on compliance with applicable ordinances and maps.
5. Provides administrative support to the Zoning Hearing Board. Receives and reviews all Zoning Hearing Board applications and processes the required paperwork in accordance with the Township Zoning Ordinance and PA Municipalities Planning Code. Prepares all legal advertisements and posts properties as required. Prepares agenda for Zoning Hearing Board meetings. Attends all Zoning Hearing Board meetings.
6. Identifies and registers non-conforming lots, structures, or uses together with the reasons for the non-conformity.
7. Prepare and submit reports to the Board of Supervisors and Zoning Hearing Board as necessary.

8. Implement the components of the Comprehensive Plan and Official Map through daily application of the Zoning Ordinance, ensuring standards outlined in the codes meet or further the Township's goals.
9. In conjunction with other Township staff, conducts field investigations/inspections to determine compliance of properties with codes and issues notices of violations; conducts investigations regarding Zoning complaints; files civil complaints with local courts.
10. Performs land use and zoning inspections, as necessary.
11. Prepares and presents testimony for court cases; provide court documents in the case of Writ of Certiorari.
12. 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.
13. 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.
14. Interprets and applies state, county, and local laws, codes, ordinances, and regulations.
15. Conducts a review of various development applications, including plats, permits, site plans, and rezoning proposals.
16. 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 zoning and land development.
17. Identifies community problems, issues, and opportunities that could be mitigated or implemented through zoning amendments.
18. Maintain relationships with State, County, and Local agencies.
19. Stay informed of evolving standards and course requirements in the field of zoning; attend workshops and necessary training to maintain certifications; read professional literature and maintain professional affiliations.
20. Works collaboratively with other township departments and maintains a positive and respectful work environment.
21. Performs other duties as assigned.

Education & Experience:

- High school diploma or equivalent.
- Five (5) or more years of progressively responsible experience in zoning.
- Three (3) or more years of experience in municipal government preferred.

Certifications/Licenses:

- Certified Zoning Officer (CZO) Credential through the Pennsylvania Association of Zoning Officials 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 Zoning Ordinance, Subdivision and Land Development Ordinance, and the Second-Class Township Code.
- Knowledge of drafting techniques to include architectural and engineering drawings.
- Knowledge of standard surveying practices.
- Knowledge in land development and construction processes.
- Knowledge of municipal government and administration.

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.
- Computer (Literacy) Skills- Proficient in Word, Excel, Outlook, Adobe, internet applications, and Graphical Information Systems as well as other systems that would be utilized by the Department on a regular basis.
- 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; 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.

- Mathematical Reasoning with accuracy
- Self-Management - ability to regulate behaviors, thoughts, and emotions in a way that better serves you and your work so you can set effective goals and achieve them independently.
- Stress Management/Composure - ability to effectively handle and cope with stressful situations, staying calm and focused. Managing emotions.
- Tact- Handles challenging or tense situations in a positive and respectful manner.
- Time Management-the practice of using the time that you have available in a useful, effective & productively way.
- Ethics/Integrity

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.

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