

JOB DESCRIPTION

SPRINGFIELD TOWNSHIP

POSITION TITLE: Director of Planning & Zoning

DEPARTMENT: Community Development

CLASSIFICATION: Officials & Administrators

Job Objective (Purpose of the position): Under general direction, provides administrative, supervision and technical work regarding all planning, zoning, permitting, and codes enforcement activities for the Township. The position also serves as the Township's Zoning Enforcement Officer.

GENERAL DEFINITION:

This is an administrative and technical position of above average difficulty with the Township Community Development Department. An employee in this position is responsible for reviewing building, subdivision, and land development plans for their compliance with Township ordinances and applicable rules and regulations. The Planning & Zoning Director also serves as the Administrative Liaison to the Township's Planning Commission and Zoning Hearing Board.

SUPERVISION EXERCISED:

Exercises general supervision over full and part-time zoning and inspections staff

SUPERVISION RECEIVED:

Under the direct supervision of the Township Manager/Assistant Manager

WORK SCHEDULE:

The employee in this position is required to work weekdays from 8:30 to 5:00 for a total of 37.5 hours per week. In addition, the employee is required to work an additional 10 to 15 hours per month to attend various committee and special meetings.

ESSENTIAL JOB FUNCTIONS (functions listed may not include all required tasks)

- Manages and supervises community development operations and department to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed;
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed;
- Provides professional planning and land use advice to commissioners and advisory boards; makes private and public presentations to commissioners, staff, advisory boards, commissions, civic groups and the general public;
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound

fiscal control; prepares and administers annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time;

- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations;
- Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects;
- Provides staff support to the Planning Commission, Zoning Hearing Board, and other advisory boards as needed;
- Responds to local citizens inquiring about Township planning and zoning regulations and ordinances; resolves complex disputes between planners and applicants, as required;
- Performs the duties of the Township Zoning Enforcement Officer and Building Official as needed;
- Evaluates and recommends modifications on land use proposals and working plans to insure compliance with applicable Local, State and/or Federal laws. Approves building and zoning permits, subdivision plans, and minor land development proposals within scope of authority and responsibility;
- Consults with architects, property owners, and contractors on compliance issues;
- Conducts field inspections to ensure compliance with zoning regulations and applicable rules, and initiates enforcement actions against violators;
- Keeps an inventory of violations including dated photographs and/or other evidence;
- Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms; propose solutions to any problem encountered in administering the Zoning Ordinance; and
- Performs other duties as required

NECESSARY OCCUPATIONAL TRAITS, SKILLS, & ABILITIES:

- Thorough knowledge of codes, laws and pertinent ordinance and regulations pertaining to the particular area of building, zoning, and development;
- Capability to read and interpret complex plans, specifications, and blueprints in accordance with applicable construction codes and other Township regulations;
- Maintains confidentiality and exercise sound judgement on operational issues;
- Ability to read, write and communicate effectively in person or by telephone with the public in the English language.
- Establishes and maintains an effective working relationship, and communicates with

department personnel, other Township employees and the public. Requires strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers.

- Reports in a timely fashion and maintain acceptable attendance standards;
- Adheres to all rules, regulations, and procedures necessary to maintain required licenses, certificates and/or registrations;
- Carries out job functions independently and without posing a direct threat to the health or safety of self or others; and
- Maintains excellent moral character and complies with all provisions of the current Employee Handbook, including drug use/abuse policies and procedures, personnel policies and procedures.

PHYSICAL DEMANDS:

The employee must be able to sit at a desk or table for long periods of time, stand, walk, climb stairs and ladders, balance, bend, crouch, drive vehicles, use hands, work in high places, withstand exposure to weather, unprotected heights, traffic hazards, uneven or slippery surfaces, and lift objects weighing less than 60 pounds.

EQUIPMENT (Examples of Machines, Devices, Tools, etc. used in Job Performance):

Standard office equipment, including but not limited to computers, MS Office software, desktop publishing software, website software, fax, photocopier, phone system, geographic information systems, etc.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE DESIRED:

Bachelors Degree in community development, public administration, planning, or related field with a minimum three (3) to five (5) years of experience in municipal government.

- and -

Must possess a thorough knowledge of planning and zoning principles, policies, practices, and processes as well as a comprehensive understanding of the Pennsylvania Municipal Planning Code and local planning and zoning codes

- and -

Must possess a valid Pennsylvania Driver’s License

PREPARED BY: _____

APPROVED BY: _____ DATE REVISED/UPDATED: _____