

5186 Stump Road  
Pipersville, PA 18947



Phone 215-766-8914  
FAX – 215-766-9831

## **ZONING OFFICER**

Plumstead Township has an opening for a full-time Zoning Officer. Hours are Monday through Friday, 8:00 am – 4:30 pm.

The Zoning Officer is the administrator and enforcer of the Township's zoning ordinance. Duties include, but are not limited to, reviewing zoning permits, subdivision/land development submission, zoning hearing board applications, conducting and issuing plan reviews in a timely manner, working closely with Township consultants for on-going projects, facilitation and attendance of Planning Commission and Zoning Hearing Board meetings on a monthly basis and as-needed, responsible for the administration of the Township's Land Preservation Program. Other duties will include receiving, investigating, acting on, and responding to resident complaints concerning potential code violations.

The ideal candidate will possess critical thinking and problem-solving skills, will be familiar with permit software programming and Microsoft applications, have strong communication and organizational skills, and be able to interact effectively, and with a friendly demeanor, with residents, contractors, and the general public.

At least one year of zoning and/or code enforcement experience in municipal government, or related experience and/or education, is required. Salary is dependent on experience and qualifications and a comprehensive benefits package is provided.

A detailed job description can be found at [www.plumstead.org](http://www.plumstead.org).

Anyone interested in the position should send their resume, cover letter and salary expectation to: [asusten@plumstead.gov](mailto:asusten@plumstead.gov) or mail to Plumstead Township, Attention Andrea Susten, 5186 Stump Road, Pipersville, PA 18947. The position will remain open until filled.