



LAND USE AND PLANNING ADMINISTRATOR

Plumstead Township has an opening for a full-time Land Use and Planning Administrator. Hours are Monday through Friday, 8:00 am – 4:30 pm.

The Land Use and Planning Administrator shall provide assistance in the enforcement and application of the Township's Zoning Ordinance. Duties include, but are not limited to, accepting, and reviewing subdivision/land development submissions, facilitation and attendance of Planning Commission, Land Preservation Educational Advisory Committee and Zoning Hearing Board meetings on a monthly basis and as-needed, responsible for the administration of the Township's Land Preservation Program and enforcement of the program's annual monitoring, and providing support for the Township's land use as it relates to preservation, parks and recreation and environmental stewardship. Other duties may include but are not limited to, investigating, acting on, and responding to resident complaints concerning potential code violations and assisting as needed with the day-to-day operations.

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

Knowledge of planning, community development, and zoning and/or code enforcement is preferred. Experience in municipal government, or related experience and/or education, is preferred. Salary range is \$45,000 - \$55,000 dependent on experience and qualifications and a comprehensive benefits package is provided.

A detailed job description can be found at www.plumstead.org.

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