

PLUMSTEAD TOWNSHIP

Job Title: Planning & Land Use Administrator

Date:

Department: Code Enforcement

Status: Full Time (40 Hrs. per week)

Incumbent:

Supervisor: Township Manager

The Planning & Land Use Administrator is responsible for providing assistance in the enforcement and application of the Township's Zoning Ordinance.

Examples of Work – This is not an exclusive list but merely a few examples:

Maintain a solid working knowledge of the Zoning Ordinance, Subdivision & Land Development Ordinance (SALDO) and other Township Ordinances as needed to respond to inquiries.

Responsible for reviewing, accepting, processing, distributing, and overseeing all SALDO applications.

Assist with processing Zoning Hearing Board (ZHB) applications.

Attend Zoning Hearing Board Hearings on an as needed basis.

Assist Township Manager and Planning Commission with the Township's Comprehensive Plan Update.

Attend all Planning Commission monthly business meetings and comprehensive plan work sessions.

Oversee Township's Pump & Haul Program.

Assist in the input of all necessary documents into Traisr (documents management system)

Administer the Township's Land Preservation Program and enforcement of the program's annual monitoring.

Attend the Land Preservation Education Advisory Committee (LPEAC) meetings monthly and work with the Chair of the LPEAC to create the agenda.

Investigating and acting on resident complaints concerning potential ordinance violations.

Performs other related duties as required by the Township Manager.

Essential Functions:

To maintain a positive public service attitude at all times.

Ability to pay close attention to details and have excellent organizational skills.

Ability to prioritize and schedule workload appropriately to meet deadlines.

To be punctual and maintain regular attendance at work.

Ability to work independently with little supervision.

Ability to establish and maintain effective working relationships with co-workers, township residents, the general public, etc.

Ability to courteously answer resident questions or address resident concerns.

To attend evening meetings and record minutes as required.

To effectively follow MPC regulations for subdivision and land development time clocks.

To maintain accurate developer files.

To keep Township Manager informed of zoning, planning, land preservation and other pertinent issues.

Job requires the physical ability to do the following:

To see and hear. To function in activities involving walking, bending, reaching, climbing stairs and driving a vehicle. To sit, stand, and walk from one place to another

To lift and carry up to 15 lbs.

To speak and write English fluently

Required knowledge, skills, and abilities:

Ability to read, and analyze and interpret maps, development plans, etc.

Ability to prioritize work and solve problems.

Ability to write with clarity to carry on basic communications with permit applicants, related governmental agencies, etc.

Ability to read legal descriptions and similar pertinent documents to zoning administration.

General knowledge of construction and construction terms as appropriate to zoning reviews.

Experience using word processing and spreadsheet software.

To accurately type a minimum of 45 wpm.

Minimum Qualifications:

A high school diploma or equivalent and three (3) years secretarial experience; or three to five years related experience and/or training; or equivalent combination of education and experience. Municipal experience preferred.

Use of advanced Microsoft Office programs including Word, Excel & Power Point.

A Valid Drivers License

Date Reviewed: _____

Municipal Administrator

Angela P. Benner, Township Manager