

JOB DESCRIPTION

JOB TITLE

ASSISTANT ZONING OFFICER

JOB SUMMARY

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities of the position.)

The Assistant Zoning Officer is a technical position responsible for assisting the Zoning Officer in the administration of the Zoning Ordinance in accordance with its literal terms.

Work involves providing zoning-related information, conducting field inspections for code compliance, issuing citations, referring to and interpreting zoning maps and plats, researching property legal information, and testifying at hearings relating to violations or citations. In addition, the incumbent may from time-to-time be responsible for enforcing Township regulations pertaining to storm water management, flood hazard areas, and nuisance abatement.

DUTIES AND RESPONSIBILITIES

(The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position).

Reports directly to the Zoning Officer.

Administers and enforces the Zoning Ordinance in accordance with its literal terms.

Acts as an agent for the Zoning Hearing Board solely for the purpose of receiving and transmitting applications requiring action by that board; and for the purpose of enforcing action taken by that board.

Attends Zoning Hearing Board when required by the Zoning Officer or Township Manager.

Assists in receiving, reviewing, and referring all application for appeals, variances, special exceptions, or change of use to the Zoning Hearing Board.

Identifies and registers non-conforming uses and structures in the Township, as required by the Zoning Officer.

Reviews, approves, or denies zoning applications.

Distributes timely written notices to all applicants of any denial or revocation.

Receives, logs, numbers, and computes fees for proposed subdivision and land development, and refers those plans to the Township Planning Commission and Township Engineer, as well as other governmental agencies as specified by the ordinances.

Assists in maintaining adequate files on all subdivision and land development plans.

Provides consultations between the public and the Township regarding questions relative to the building codes and Township ordinances.

Investigates any complaints for alleged violations to the Township Zoning Ordinance or other codes.

Enforces the ordinances by completing field inspections, monitoring records of violations found, and achieving compliance with relevant ordinances, either by voluntary compliance or prosecution of violation, if necessary.

Provides testimony and presents evidence in court proceedings.

Attends Board of Supervisors meetings and other Township meetings as requested.

Attends schools and seminars on zoning/or code enforcement or any subject related to job performance when directed by the Township Manager or Board.

Maintains sound record keeping.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

(The knowledge, skills, and abilities required for satisfactory job performance.)

Knowledge of:

Zoning and land use practices, generally, and of South Middleton Township, specifically;
The legal, administrative, and procedural regulations applicable to the Zoning Ordinance;
Office practices and procedures;
The geography of South Middleton Township;
Land measurement and legal descriptions;
Principles and practices of public administration, including budgeting, purchasing, and the maintenance of public records; organization and functions of an elected Board of Supervisors;
The Township's personnel rules and policies.

Ability to:

Maintain regulatory records and to prepare and submit reports;
Meet with members of the general public and explain zoning and land use codes concisely, tactfully, and impartially;
Read and interpret site plans and specifications relating to land use, landscaping, and Zoning Code provisions;
Recognize deviations from code requirements and from established policies and procedures.
Maintain composure under stress;
Serve the public and fellow employees with honesty and integrity;
Establish and maintain effective working relationships with the general public, coworkers, elected and appointed public officials, and members of the general public who may have diverse cultural or linguistic backgrounds, regardless of race, religion, age, gender, sexual orientation, disability, or political affiliation;
Read, analyze, and interpret blueprints, maps, technical procedures, and government regulations.

Write reports and business correspondences;
Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which may create hardships for the incumbent, including the frequency and duration of occurrences of such possible physical demands, environmental conditions, demands on one's senses, and mental stresses.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

- The incumbent is required to regularly sit; talk and hear, both in person and by telephone; use hands to handle, feel, or operate standard office equipment; and reach with hands and arms. The incumbent is frequently required to stand and walk, which includes site visits to areas with uneven or unstable terrain.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

- The incumbent, from time to time, must work outside in different weather conditions including extreme cold and extreme heat. These conditions will also include periods of heavy precipitation, including rain, sleet, and snow.

Sensory Demands

(The nature of demands on the incumbent's senses)

- The incumbent's exposure to toxic chemicals or dangerous conditions impacting one's senses or health should be minimal.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

- The incumbent must work independently and is expected to maintain a tight and exact schedule of work. The incumbent must track a number of projects and meet tight deadlines, and deal with people in heightened senses of emotion. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.

MINIMUM EXPERIENCE OR TRAINING

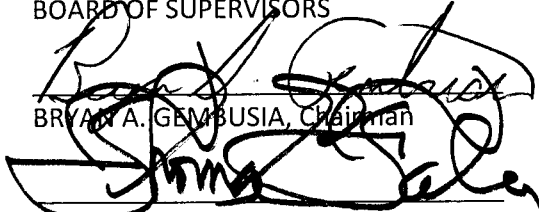
Associate's Degree or Bachelor's Degree in public administration or land use planning, or a suitable combination of experience and education related to the duties described.


Must possess a valid Motor Vehicle Operator's License.

THIS POSITION IS A NON-EXEMPT (OR HOURLY) POSITION.

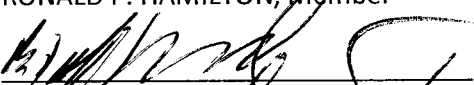
This job description was duly adopted and entered in record at the Board of Supervisors meeting on the day of April, 2018. 12th

BOARD OF SUPERVISORS


BRYAN A. GEMBUSIA, Chairman



THOMAS E. FALEY, Vice Chairman


RONALD P. HAMILTON, Member


R. DUFF MANWEILER, Member


WALTER G. REIGHARD, Member

ATTEST


SANDRA A. QUICKEL, Secretary

SALARY RANGE (Level No. 5 – Technical)
\$33,200 – \$59,200