



NORTH WHITEHALL TOWNSHIP
Job Description

Job Title:	Township Planner/Zoning Officer	Reports To:	Director of Operations
Prepared By:	Randy Cope	Date:	November 21, 2024
FLSA Status:	Exempt/Salaried	Pay Scale:	TBD

Schedule

- Monday – Thursday 7:30am – 5:00pm (36-hour work week).
- Nights and weekends may be necessary for some meetings or events.
- Flexible work schedule permitted to offset night meetings responsibilities.

Job Description Overview: Provides planning services/guidance for current and future development in North Whitehall Township. Ensures that the Subdivision and Land Development Ordinance, Zoning Ordinance, and the adopted Comprehensive Plan are consistent with each other. The Planner coordinates, reviews, and processes all Subdivision and Land Development applications, Conditional Use Applications, and map and text amendments. As the Zoning Officer, this position performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, ordinances, and related rules and regulations relating to zoning, land use, building codes, and other matters of public concern; as well as, serves as a resource and provides information on Township regulations to property owners, residents, and businesses.

Duties and Responsibilities/ Planning:

- Receive, review and facilitate the review of all applications and submissions related to any proposed subdivision or land development and stormwater management plans for completeness.
- Coordinates, reviews, and processes all Subdivision and Land Development applications, Conditional Use Applications.
- Processes and/or reviews land development proposals and plans for compliance with township ordinances and codes.
- Receives, reviews, distributes, coordinates review comments, schedules necessary meetings and provides technical input pertaining to proposed subdivision and land development applications, conditional uses, and other applications, as necessary.
- Prepares public notices and verifies property owners as required.
- Advises the Board of Supervisors and Planning Commission with planning and community development input, and takes action as directed by management.
- Reviews draft resolutions and ordinances prepared by the Solicitor and may create resolutions and ordinances for review.
- Attends meetings of the Board of Supervisors, Planning Commission, and department heads, comprehensive planning partners, government authorities and committees.
- Oversees the Township Engineer’s management of escrow, draw-down, letter of credit, and related financial aspects of construction and land development
- Facilitates, maintains, updates and implements the township’s Comprehensive Plan, Act 537 Plan, Open Space Action Plan and Official Map.
- Administers the Subdivision and Land Development Ordinance.
- Reviews and interprets new ordinances assuring that they conform to the SALDO, Zoning and Comprehensive Plans.
- Assists with planning related zoning maps and provides mapping services utilizing GIS as assigned.
- Assists in current and long-range planning initiatives.

- Maintains and administers the Township's Floodplain Ordinance and coordinates necessary FEMA requirements as the floodplain administrator.
- Provides technical assistance and information to staff, officials and the public regarding specific planning programs, ordinances and initiatives.
- Performs other duties as assigned.

Duties and Responsibilities/ Zoning:

- Provides routine administrative support to the Zoning Hearing Board including; preparation of all legal advertisements, posting properties, preparing agenda for Zoning Hearing Board meetings and attending all Zoning Hearing Board meetings.
- Reviews building permit applications for compliance with adopted township ordinances.
- Administers zoning-related applications including Conditional Use and Special Exception for compliance with the Township Zoning Ordinance.
- Reviews and approves or denies all Zoning Permit Applications; explains regulations, areas of non-compliance, and possible procedures for remedies when permits are denied.
- Provide input on and implement updates to municipal forms, educational materials, and other department documents and procedures to ensure clear and efficient delivery of department services to the public.
- Answer inquiries regarding Zoning and related Ordinances whether by telephone, e-mail, or in-person.
- May inspect structures damaged by fire, accident or storm. May condemn and post buildings, if necessary. Coordinates with emergency responders and building inspectors to ensure structural integrity of the building prior to occupancy.
- Oversees third-party inspection program for building code compliance. Works closely with third-party inspection companies to facilitate permitting process.
- Prepare and submit reports to the Board of Supervisors and Zoning Hearing Board as requested.
- In conjunction with other Township staff, conducts field investigations/inspections to determine compliance of properties with codes and issues notices of violations; conducts investigations regarding Zoning complaints; files civil complaints with local courts. May prepare and present testimony for court cases.
- Conducts a review of various development applications, including plats, permits, site plans, and rezoning proposals.
- Stay informed of evolving standards and course requirements in the field of zoning; attend workshops and necessary training to maintain certifications; read professional literature and maintain professional affiliations.
- Works collaboratively with other township departments and maintains a positive and respectful work environment.
- Act as the Township Building Code Official upon certification.
- Performs other duties as assigned.

Working Relationships

Interacts with administrative and professional staff, all township callers and visitors, businesses, non-profits as well as elected and appointed officials.

Qualifications

- Bachelor's Degree from an accredited college or university with a major in Planning, Geography, Civil Engineering, Landscape Architecture or closely related field with a minimum of 2-years of progressively responsible municipal planning experience required. Master's degree and AICP certification desirable.
- Ability to obtain Building Code Official certification within 1 year of start of employment.
- Administrative and customer service experience preferred.
- Ability to obtain AICP within 2 years of start of employment.
- A valid Pennsylvania Driver's license with an acceptable driving record.
- Excellent leadership and supervisory skills.
- Excellent analytical, organizational, and self-initiating skills.
- Excellent written and verbal communication skills.

Job Title: Township Planner/Zoning Officer

All duties of this description are essential as defined in the Americans with Disabilities Act Regulations unless they are specifically designated otherwise.

North Whitehall Township is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Approval:

Township Planner/Zoning Officer

Date

Randy Cope
Township Manager

Date