

## LOWER ALLEN TOWNSHIP JOB DESCRIPTION



<b>POSITION TITLE:</b> ZONING & CODES ADMINISTRATOR	<b>BAND:</b> SPECIALIST	<b>BBP CLASS:</b> 1
<b>DEPARTMENT:</b> COMMUNITY & ECONOMIC DEVELOPMENT	<b>SUPERVISOR:</b> CED DIRECTOR	<b>ACCOUNTABILITY:</b> CED DIRECTOR
<b>NAME:</b>	<b>ISSUE DATE:</b>	<b>PAGES</b> 2

**POSITION SUMMARY:**

This position performs complex and routine work associated with the administration and enforcement of the Township Zoning Code and various other Township codes, including noise control, nuisances, vector control, filling and excavating, and floodplain management. Common tasks include processing zoning permit and Zoning Hearing Board (ZHB) applications, conducting inspections, investigating complaints regarding potential violations, effecting code compliance, and coordinating customer service when complaints require assistance from or enforcement by other Township departments or outside agencies.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Responsible for assuring compliance with Lower Allen's Zoning Regulations.

Provides highest level of service to ZHB applicants and ZHB members/staff.

Receive and respond to complaints pertaining to potential municipal code violations.

Serves as Liaison to the Zoning Hearing Board by providing documents, maps, agendas, applications, etc. to ZHB for dockets; and attends meetings to provide staff testimony regarding required public hearing notifications or to answer any questions the ZHB may have for staff.

Knowledgeable about all aspects of the local development process and is also familiar with the regulatory and review procedures of state agencies that may also have jurisdiction for a given project.

Must be comfortable working with the public and be able to work effectively with a wide variety and diversity of people.

Serves as the Township's Floodplain Administrator by providing oversight and management of the areas in the Township located in the 100-yr. floodplain.

Works closely in a team environment with the Planning and Zoning Coordinator and Director of Community and Economic Development on planning and zoning issues including amendments and updates.

Provides explanation of Zoning Code and other Township regulations to property owners, developers, legal and real estate professionals, and other members of the general public.

Enter general applications into the municipal permit database (Municipality 5) and update as necessary regarding permit processing actions, zoning decisions or complaints.

Investigate possible code violations and pursue enforcement when necessary, including preparation of summary offenses in criminal court or the use of civil penalties.

Provide monthly reports regarding Zoning Hearing Board decisions to the Board of Commissioners and Township Secretary.

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**QUALIFICATIONS:**

Demonstrated experience administering and enforcing land use regulations with relevant education preferable.

A current Certification as a Floodplain Manager (CFM) or willingness to become a CFM.

Current International Code Council (ICC) certification as a Zoning Officer or willingness to become certified.

Excellent oral and written communication skills, including ability to follow instructions.

General knowledge of construction and construction terms appropriate for zoning reviews.

Knowledge of inspection practices and procedures and municipal operations.

Desire to work as part of a team to initiate and perform detailed work with appropriate supervision.

Ability to organize, prioritize, maintain multiple task and deadlines, and to manage time effectively.

Proficient with computers, including Microsoft Office suite, database management, the Internet, and other technologies, as well as an aptitude for learning new applications required to accomplish various tasks.

Ability to read plans and drawings, and additional experience with ArcGIS mapping software preferable.

Ability to sit or stand for long periods of time and lift 10lbs or more.

Must possess a valid PA driver's license.

Provide testimony in court in an objective, concise, and professional manner.

Able to establish and maintain effective working relationships with citizens, employees, elected officials, and the general public.

Able to handle stressful situations and effectively deal with difficult or angry people.

Offer of employment is contingent upon the successful completion of a satisfactory: physical examination (full-time personnel only); drug test and background investigation result (full/part time and temporary personnel).

END

**I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Allen Township.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date