YORK TOWNSHIP POSITION DESCRIPTION

POSITION TITLE: Planning, Zoning and Codes Director

DEPARTMENT: Planning, Zoning and Codes

REPORTS TO: Township Manager

JOB CLASSIFICATION: Exempt

PRIMARY FUNCTION:

The Planning and Zoning Director is the manager of the Planning, Zoning and Codes Departments. This individual must possess the technical, administrative skills and abilities necessary to administer all aspects of the department.

PRINCIPAL DUTIES:

- Administer and enforce, as the appointed zoning officer of York Township, the Zoning Ordinance of York Township.
- Receive and investigate complaints related to the York Township Zoning Ordinance and Subdivision and Land Development Ordinance from various sources, send notice of violations and take enforcement action, if necessary.
- Accept, review, and distribute special exception/variance/ interpretation requests and accompanying information, prepare agendas, publish legal notices and postings and Zoning Hearing Board attend meetings. Maintain files for all decisions of the York Township Zoning Hearing Board.
- Accept, review and distribute Subdivision and Land Development Plans and accompanying information, prepare agendas, prepare Power Point presentation for and attend Planning Commission and Board of Commissioner meetings. Oversee timely processing and maintain files for all Subdivision and Land Development Plans.
- Serve as primary liaison to the Township Planning Commission, Township Zoning Hearing Board, and the York County Planning Commission.
- Oversee the implementation of the York Township Comprehensive Plan and long-range growth strategies.
- Answer questions/requests and assist residents and developers regarding zoning issues and ordinance requirements.
- Review zoning permit applications.
- Review questionable building permit applications for compliance with the zoning ordinance.
- Assign addresses for new properties and businesses.
- Review and maintain database for home business, seasonal sales and temporary use applications.
- Participate in and implement policies and procedures in accordance with the York Township MS4 Stormwater Management Plan. Provide consultation to residents, developers and contractors regarding stormwater management and MS4 related activities.

- Manage the York Township Local Economic Revitalization Tax Assistance (LERTA) Program.
- Manage the York Township Traffic Impact Fee Ordinance.
- Assist in the preparation and submittal of the annual Chapter 94 report.
- Oversee Planning, Zoning and Codes Departments' employees. Recruit/aid in selection and employment of department personnel.
- Develop and oversee the Planning, Zoning and Codes Departments budgets.
- Register nonconforming uses and nonconforming structures.
- Attend various Township and County meetings.
- Recommend the establishment and/or revision of necessary fees and charges for various department services.
- Provide recommendations to Township Manager in Department personnel matters including, but not limited to, hiring, firing, promotion, task assignment and discipline of Department employees.
- Other miscellaneous duties as assigned by the Township Manager.

QUALIFICATIONS:

Education:

- High school diploma.
- Administrative and/or municipal experience.

Knowledge, Skills and Abilities:

- Must be self motivated and have the ability to work efficiently, effectively and independently under all conditions.
- Extensive knowledge of zoning and subdivision and land development ordinances of the Township and the PA Municipalities Planning Code.
- Ability to read and understand architectural and engineering plans.
- Ability to communicate effectively, orally and in writing.
- Basic understanding of accounting.
- Thorough knowledge of Township, State, and Federal laws, rules and regulations.
- Knowledge of Township infrastructure, including streets, waterways, and physical properties.
- Ability to make decisions in a timely manner.
- Ability to deal courteously, tactfully, and firmly with the public.
- Establish and maintain cooperative and effective working relationships with co-workers and the public.
- Ability to prepare clear reports and keep accurate records.
- Competency with Word, Excel, and Windows-based programs.

CERTIFICATIONS / LICENSES:

- Building Code Official Certification.
- Valid Driver's License.

PHYSICAL REQUIREMENTS:

- Sitting or standing for extended periods of time.
- Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard.
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to move about in an office setting.
- Ability to lift 20 pounds maximum.
- Ability to squat, stoop, and bend, for example accessing file drawers.