

Job Description: ASSISTANT PLANNING DIRECTOR

Position: Assistant Planning Director
Classification: Exempt
Reports to: Director of Planning/Community Development
Last updated: February 27, 2018

The position of Assistant Planning Director requires a highly motivated professional with experience in addressing complex planning issues. This position requires exceptional communication, organizational and technical skills. Detailed knowledge of the development review process, Zoning Ordinance and Subdivision and Land Development Ordinance content and function is required. The Assistant Planning Director reports to the Township's Director of Planning and Community Development and is an integral part of the Planning and Permits Department Team. The initial responsibility of position will be to coordinate and assist an update of the Zoning Ordinance and Subdivision and Land Development Ordinance by reformatting it in a more graphic and clear format with updated development standards that include innovative land uses.

Typical Functions

- Interprets and applies applicable state and local codes, ordinances and regulations
- Assists with update of Zoning and Subdivision and Land Development regulations
- Conducts review of various development applications including subdivision, land development, conditional use permits and rezoning applications
- Writes and presents formal and technical reports, staff reviews, and correspondence
- Interacts with the Township Planning Commission, Environmental Advisory Board and other appointed committees to discuss planning related concerns and obtain input on the Ordinance preparation effort.
- Develops strategies to promote community development or efficient land use consistent with community goals
- Performs Field Inspections to gather data relevant to development review process and to verify compliance with approved plans
- Assists in grant preparation, administration and contract compliance
- Works closely with the Code Enforcement, Zoning and Permit staff to resolve land use, plan compliance and nuisance complaints
- Coordinates and collaborates with Public Works Department Staff, outside consultants and local offices of PENNDOT, DEP, County Conservation District and Lehigh Valley Planning Commission.
- Attends substantial number of evening meetings

Job Description: ASSISTANT PLANNING DIRECTOR**Typical Knowledge**

- Well-developed knowledge of planning principles and practices
- Familiarity and experience with Pennsylvania Municipalities Planning Code
- In-depth knowledge of one or more planning disciplines such as urban design economic development, environmental planning and form based codes
- Knowledge of principles, methodology, practices of research and data collection
- Knowledge of effective writing techniques
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer hardware and software programs, including Microsoft Office, Internet applications, database management, formatting and GIS
- Knowledge of outside regulatory and regional planning agency functions and procedures

Typical Skills

- Oral communication and interpersonal skills to present research findings to various boards and committees
- Creative problem-solving skills to gather relevant information to solve less well- defined practical problems
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Group facilitation skills for use with community workshops
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind

Minimum Qualifications

The Assistant Planning Director requires a master's degree with four years of experience in the planning profession or a bachelor's degree and six years of professional planning experience. AICP Certification is preferred.

Job location (Places where job is performed)

Lower Macungie Township Building and other Township facilities and various sites within and outside of the Township.

Equipment (Examples of machines, devices, tools, etc., used in job performance)

Telephone, cell phone, computer, office machines (e.g., copier, printer, fax),
recording/transcription device, audio/video recording and document imaging.

Approved by: _____ Date: _____
Township Manager

Approved by: _____ Date: _____
Director, Planning/Community Development

Approved by: _____ Date: _____
Employee