JOB OPENING
Somerset County Planning & Zoning
(AN EQUAL OPPORTUNITY EMPLOYER)

(INTERNAL & EXTERNAL APPLICANTS)

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Planner II – Land Development Planner</th>
<th>POSTING NO.</th>
<th>2020-52</th>
<th>DATE POSTED</th>
<th>8/27/2020</th>
<th>LAST DAY TO APPLY</th>
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<tr>
<td>POSITION LOCATION</td>
<td>Planning Commission</td>
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<td>300 N. Center Ave. Ste. 500</td>
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<td>Somerset, PA 15501</td>
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<td>TYPE OF JOB/POSITION</td>
<td>Full Time</td>
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<td>ADDITIONAL INFORMATION</td>
<td>Monday-Friday 8:30-4:00</td>
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<td>UNION/BARGAINING UNIT</td>
<td>AFSCME</td>
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<td>PAY RANGE AND STARTING SALARY</td>
<td>$27,000</td>
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JOB DESCRIPTION
The Planner II – Land Development position is responsible for the administration of the land development process, including the interpretation and enforcement of the County’s Subdivision and Land Development Ordinance and zoning ordinances. The Planner II performs work under the supervision of the Planning Director, with considerable latitude. Position relies on advanced level experience and exercises independent judgment to determine the best approach by using and interpreting regulations, policies, and procedures. Provides staff support to Somerset County Planning Commission Board and Zoning Hearing Board. Serves as County Zoning Officer.

ESSENTIAL DUTIES & RESPONSIBILITIES:
- Provides information on land use applications, subdivision and land development ordinance, zoning ordinances, codes, plans, regulations, easements and rights-of-way to architects, engineers, surveyors, realtors, developers, contractors, property owners, community groups, and other interested persons.
- Reviews and approves subdivision and land development plans and zoning applications, ensures enforcement through various prescribed remedies when violations are noted, and prepares and responds to calls and correspondence related to the above. Coordinates with Somerset County Assessment Office, Recorder of Deeds, and local municipalities and their building code offices, Somerset County Conservation District, and sewage enforcement officers.
- Reads, reviews and interprets maps, drawings, and other graphical representations of data.
- Assists surveyors with boundary issues related to property transfers.
- Reviews proposed incidental boundary line changes as provided for in the Subdivision and Land Development Ordinance.
- Reviews and comments or plans submitted by municipalities not covered by the County subdivision and land development regulations.
- Reviews and approves PA DEP Non-Building Declarations, PA DEP Sewer Planning Modules that require Planning Commission action, and comments on land use changes as required by the PA DEP and other agencies.
- Helps to assure that Somerset County's Clean and Green Regulations are being followed, particularly as related to the division of land and land developments.
- Reviews storm water proposals as related to the Subdivision and Land Development Ordinance and provides guidance as needed.
- Enforces the requirements for decommissioning reports of all wind turbine and tower projects. Maintain updated records of each. Evaluates the decommissioning reports related to these projects.
- Evaluates bonds and other securities related to subdivision and land development projects.
- Maintains an updated database and map of approved subdivisions within Somerset County.
- Researches deeds and title transfers and evaluates titles of property as it relates to the Subdivision and Land Development Ordinance and/or zoning regulations.
- Processes applications to Zoning Hearing Board for variances, special exceptions, and other pertinent matters.
- Performs site inspections to ensure compliance with ordinances. Monitors progress of permits for individual projects. Meets with developers during construction process to address ordinance-related issues.
- Represents planning commission staff at various committees, boards, and task forces in advisory capacity, including but not limited to the Planning Commission Board and the Zoning Hearing Board. Prepares and presents staff memos at meetings.
- Researches subdivision and land development and zoning issues and presents findings to various committees, boards, and task forces in advisory capacity.
- Drafts ordinance amendments as requested.
- Prepares and posts legal advertisements as required by law for various meetings and hearings.
- Attends professional development workshops, webinars, conferences to keep current with trends and developments.
• Responds to public requests (genealogists, researchers, municipalities and land owners) for information about Somerset County, particularly about the built environment, local history, municipal boundaries, county boundaries, cemetery locations and information.
• Performs related work as required.

WORK ENVIRONMENT / PHYSICAL STANDARDS:
The work environment and physical demand characteristics is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods, keyboard, write, talk or hear; stand occasionally; lift up to ten (10) pounds. The noise level in the work environment is usually moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow other instructions, and perform any other related duties, as may be required by the Board of Commissioners.

ELIGIBILITY – ALL CANDIDATES MUST
Any combination equivalent to education and experience that provides the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:

• Associate’s or Bachelor’s Degree from an accredited college or university with major coursework in surveying, civil engineering, landscape architecture, or any other related field. Strong candidates will have a background in the principles and practices of surveying;
• One (1) years’ professional planning experience in public or private sector or an equivalent combination of education, certification, training, and/or experience;
• Experience in working with Microsoft Office and ESRI GIS mapping software is strongly desired.

To perform this job successfully, an individual must have a thorough background in the principles and practices of subdivision and land development regulations and zoning; background in research methodology; knowledge of principles and practices of public administration; background in planning law and Pennsylvania’s planning legislation; ability to present information effectively in oral, written, and graphic forms; ability to establish and maintain effective working relationships with associates, government officials, community representatives and the general public; ability to work with a minimum of hands-on supervision; and knowledge of related computer applications and computer software programs.

If you need accommodations for the interview due to a disability, please contact the number listed below.

HOW TO APPLY
Interested applicants may submit a resume to Chelsea Betz, Human Resources Generalist, in the County Commissioners Office, 300 North Center Avenue, Suite 500, Somerset, PA 15501, by 4:00 p.m. of the last date to apply. (814) 445-1409.

Additional information regarding this position may be obtained by contacting Brad Zearfoss at 445-1568.

Jodi Lepley, Human Resources Director