



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

HUMAN RESOURCES OFFICE

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www.bethlehem-pa.gov

Director of Planning and Zoning

Department: Community & Economic Development – Planning & Zoning
Type of Position: Full-Time, NC
Salary/Pay Rate: \$95,000 - \$103,000 annually based on experience
Deadline to Apply: ongoing

MINIMUM QUALIFICATIONS: A 4-year degree in Urban and Regional Planning, architecture, environmental studies or closely related field is required. A Master's Degree is preferred, but not required. Certification with the American Institute of Certified Planners is preferred. Four years of municipal government planning and zoning experience is required. Two years prior supervisory experience required.

REQUIREMENTS: Must pass a criminal background investigation, pre-employment physical, and drug test.

NATURE OF WORK PERFORMED: This full-time appointed position has the basic responsibility of managing the Planning and Zoning bureau and leads and administers all aspects of city planning and zoning programs and policies and reports directly to the Director of Community and Economic Development.

EXAMPLES OF WORK PERFORMED: The Director supervises the administration of the Planning Commission, Zoning Hearing Board, and historic review boards; oversees and takes the lead in conducting basic studies, developing planning concepts, preparing and implementing plans; overseeing review of land developments, subdivisions and all other project or programs that require review and/or recommendation of the Planning Commission; and applying for grants related to planning and community development as applicable.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: The position requires a comprehensive knowledge of the physical, social, and economic implications of local planning activities and land development, and the ability to integrate diverse planning projects with the over-all objectives of a thriving City; thorough understanding of land-use concepts; the ability to direct the preparation of comprehensive and neighborhood plans; and the ability to speak effectively to make presentations at public meetings.

HOW TO APPLY: Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to jobs@bethlehem-pa.gov of City of Bethlehem, Human Resources, 10 E. Church St, Bethlehem, PA 18018. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.