

6. Machines you can operate (including computers and computer software) _____

7. Have you ever been employed by Peters Township Yes NO

If yes, when? From _____ to _____ What Department? _____

Reason for Leaving? _____

8. Are your employment, education, or military records under another name? YES NO

If yes, give name _____
(Last) (First) (MI)

9. Under this position are you seeking: Full Time () Part Time () Other ()
Temporary () Seasonal ()

10. Do you have a valid PA drivers license? YES NO

If yes, give class and number: _____

11. Have you ever been convicted of a felony or a misdemeanor? YES NO

If yes, list convictions and date of conviction _____

12. Date available to start work _____

13. How did you first learn of this employment opportunity? _____

II. Educational Background

1. Fill in Diploma/Degree received (Highest received)

High School/GED Associate's Bachelor's Master's Doctorate Other

If other, list _____

2. High School attended

<u>Name of School</u>	<u>State</u>	<u>Did you graduate?</u>
_____	_____	<input type="checkbox"/>

3. List your college, trade, correspondence, or other schools below:

<u>Name of School</u>	<u>State</u>	<u>Degree/Major</u>	<u>Credits/Credit Hours Completed</u>	<u>Did you graduate?</u>
_____	_____	_____	_____	YES <input type="checkbox"/>
_____	_____	_____	_____	YES <input type="checkbox"/>
_____	_____	_____	_____	YES <input type="checkbox"/>

4. Indicate any relevant certificates or licenses (such as CDL, FCC, EMT State Certification, Journey Level License, or other) _____

III. Work Experience

IF YOU FAIL TO COMPLETE EACH SPACE IN THIS SECTION WITH THE REQUIRED INFORMATION, YOUR QUALIFICATIONS MAY NOT BE COMPLETELY EVALUATED. ASK FOR ADDITIONAL SHEETS IF NECESSARY.

From To
Mo./Yr. Mo./Yr.

1. Job Title _____

Name and Address of Organization _____

Hours Worked Weekly _____ Salary _____ Reason for Leaving _____

Supervisor's Name _____ Title _____ Phone () _____

Specific Duties _____

From To
Mo./Yr. Mo./Yr.

2. Job Title _____

Name and Address of Organization _____

Hours Worked Weekly _____ Salary _____ Reason for Leaving _____

Supervisor's Name _____ Title _____ Phone () _____

Specific Duties _____

From To
Mo./Yr. Mo./Yr.

3. Job Title _____

Name and Address of Organization _____

Hours Worked Weekly _____ Salary _____ Reason for Leaving _____

Supervisor's Name _____ Title _____ Phone () _____

Specific Duties _____

IV. References

1. List three names of persons familiar with your ability. Exclude relatives.

Name	Address	Phone #	Relationship
1. _____	_____	_____	_____

2. _____	_____	_____	_____

3. _____	_____	_____	_____

I do solemnly swear (or affirm) that the application form contains no misrepresentations or falsifications, omissions or concealment of material fact, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that all statements made by me on this application are subject to later investigation. I am aware that should such an investigation at any time disclose any such misrepresentation, falsification, omission, or concealment of material fact, my application may be rejected and if already appointed, I may be dismissed from my position, and I am subject to prosecution.

I authorize Peters Township and the hiring department to investigate and verify any information contained in my application for employment including, but not limited to, prior work, and education record, criminal history.

I further authorize any past or present employer, any law enforcement agency, or any school to release any and all information about me contained in their records to Peters Township.

I hereby release any past or present employer, any law enforcement agency, or any school, and any and all of their employees from any liability in furnishing such information to Peters Township.

Signature of Applicant

Date

DO NOT WRITE IN THIS BOX – TO BE COMPLETED BY PETERS TOWNSHIP

Interviewed by: _____	Date: _____
For the Position: _____	Dept.: _____
Date of Hire: _____	Starting Date: _____
Wage Rate: _____	Classification: _____
Approved by: _____	Dept.: _____ Date: _____
Approved by: _____	
Reason for Replacement: _____	
Other Remarks: _____	

PETERS TOWNSHIP**POSITION DESCRIPTION**

Job Title:	Assistant Planning Director	Pay Grade:	8
Department:	Planning	FLSA Status:	Exempt
Date:	03-12-2018	Bargaining	Non-Union
Resolution #:	03-01-18		

GENERAL DESCRIPTION:

The Assistant Planning Director under the administrative direction of the Planning Director performs highly responsible work in the administration and operation of the Planning Department. The Assistant Planning Director provides assistance to the Planning Director and advises the staff, Planning Commission and Zoning Hearing Board. This individual makes recommendations to the Planning Director on current and long range planning issues, code enforcement, subdivision/land development and zoning for Peters Township, and will also assume responsibility for varied assignments in support of the Planning Department's ongoing operation as assigned by the Planning Director and the Township Manager.

This individual will provide oversight and assist in the adoption, revision and implementation of the comprehensive plan and ordinances designed to implement the provisions of the plan. The individual will provide staff assistance, support and advice to the Planning Director, Planning Commission, Zoning Hearing Board, Construction Appeals Board, Planning Staff and Township Manager in carrying out their responsibilities. The Assistant Planning Director ensures that the highest standards of professional conduct and safety are followed and that the administrative and operational policies of the Planning Department support and conform to the direction of the Planning Director and Township Manager.

This position supports the Planning Director in developing the annual operating budget and five-year Capital Improvement Program. The Assistant Planning Director also assists the Planning Director in decisions related to hiring, performance evaluation, and discipline of employees in the Planning Department.

SKILLS, DUTIES, AND RESPONSIBILITIES:**REQUIRED SKILLS AND ABILITIES:****Computer and Technology Skills:**

Working knowledge of Microsoft Office software including Word, Excel, PowerPoint and Outlook, as well as, Geographic Information Systems.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals in a coherent and logical manner.

Ability to effectively present information and respond to questions from the Planning Director, Township advisory boards, managers, employees, volunteers, the general public, business representatives and contractors.

Ability to express ideas effectively, both orally and in writing.

Ability to examine and evaluate permit and building applications, interpret maps, site plans and plats.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of geometry.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Abilities:

Ability to define problems, collect data, verify and establish facts, and draw valid conclusions.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and explain them to others in a clear understandable manner.

Ability to solve practical problems and deal with a variety of situations where only limited standardization exists.

Ability to determine manpower requirements and to prioritize projects.

Physical Abilities:**Constantly Incurred (More than 75% of time on job)**

Ability to sit for extended periods, Ability to communicate orally, Ability to hear conversation.

Frequently Incurred (Between 25% - 75% of time on job)

Ability to stand, Ability to walk.

Occasionally Incurred (Less than 25% of time on job)

Ability to lift and or carry loads estimated up to 25 lbs. Able to reach at high or low levels, bend and stoop.

OTHER SKILLS AND ABILITIES

Extensive knowledge of the principles, techniques, and practices in the field of planning and development, planning research and design.

Considerable knowledge of the physical, social and economic structure of the Township, and of the legal concepts basic to planning and related ordinances.

Thorough knowledge of planning law, the technique of enforcing and administering zoning and subdivision and land development.

Thorough knowledge of zoning and subdivision and land development regulations.

Ability to plan, organize and direct the programs and activities of the Planning Department and to supervise a staff of professional and non-professional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Recommends and enforces governmental measures affecting land use, public utilities, community facilities and housing, transportation and such studies authorized by the Pennsylvania Municipality Planning Code to control and guide community development and renewal.

Reviews and evaluates environmental impact reports applying to specified private and public planning projects and programs and makes recommendations as required.

Assists in the preparation and updating of the Township's Comprehensive Master Plan and all ordinances enforced by the Planning Department, as well as the other functions of a Planning

Department outlined in the Municipalities Planning Code of Pennsylvania that may be assigned by the Manager.

Discusses and makes recommendations on design problems and reviews proposed development plans; performs research, compiles studies and prepares presentations to the Planning commission and the Council.

Assists in the preparation of the monthly and annual reports to the Township Manager in a timely fashion.

Assists in preparation of the departmental operating budget requests and capital improvement.

Assists the Planning Director in managing employees, including hiring, performance evaluation, and discipline.

Assists the Planning Director with managing the expenditures of departmental appropriations in accordance with the approved budget through monthly review and reconciliation of departmental financial statements.

Attends Planning Commission meetings and Council meetings when required.

Examines all applications for subdivision and site plan review for the compliance with the Zoning Ordinance and Subdivision and Land Development Regulations.

Coordinates code activities and takes action as necessary to address issues. Assists the Zoning Officer in researching and implementing effective Property Maintenance Code Enforcement Regulations.

Represents the Township in a professional, progressive, and positive manner on matter relating to planning and code enforcement.

Provides information to the general public and developers on planning, zoning and subdivision matters.

Maintains the integrity of all correspondence, reports, plans and documents concerning each application to the Township for plan review and causes these to be filed according to municipal standards.

Performs other essential duties as assigned or required

NON- ESSENTIAL DUTIES AND RESPONSIBILITIES:

Periodically reviews and compares the Township fee schedule with costs incurred by the Township and makes recommendations for adjustments and receives all required zoning and subdivision fees.

Supervise the updating of all Township maps on an ongoing basis.

Reviews and approves Planning Modules for submission to the Department of Environmental Resources.

Prepares monthly and annual reports.

Other essential duties as assigned or required

REQUIRED QUALIFICATIONS:

Education:

Bachelor degree in Planning and/or related field; Master's degree preferred.

Experience and Training:

Three years progressive experience in planning and/or zoning and subdivision review and enforcement.

Licenses/Certification:

Possesses and maintains a valid Pennsylvania driver's license or the ability to obtain one within 30 days.

SUPERVISION FROM THE FOLLOWING:

This position *typically* receives supervision from the Planning Director

SUPERVISION TO THE FOLLOWING:

This position *typically* assists the Planning Director with supervision of employees in the Planning Department and may be responsible for supervising contractors.

Work Environment:

While performing the duties of this job, the Assistant Planning Director works in a routine office setting and may be seated for extended periods of time. The employee is frequently required to visit job sites, attend seminars and other meetings, thus being exposed to outside weather conditions and often navigating rough terrain. When visiting job sites, the employee may work near moving mechanical and construction equipment operating at high noise levels. The employee may occasionally visit and inspect sites and facilities that are accessible only via ladders and/or stairway.