



Job Title: **Planning Administrator**
Department: Planning & Zoning
Reports To: Director of Planning & Zoning
Supervisory Responsibilities: None
Safety Sensitive: Yes
Classification: Fulltime, non-exempt
Job Level: Planning Administrator
Work Environment: Work is usually performed in a normal office setting but may involve travel to job sites. Interactions with the public may involve regular meetings with design professionals, contractors, and developers. Interactions with the public may involve responding to upset individuals.

Summary

The Planning Administrator performs various departmental tasks; administers and interprets Township Land Use Ordinances through review of subdivision, land development, stormwater management permits to ensure compliance with ordinances and regulations; develop customer relations with various parties; prepare studies and reports on planning issues; serve as staff liaison to the Planning Commission; attends evening meetings as required.

Essential functions

1. Review subdivision, land development, stormwater management, floodplain and zoning plans; apply applicable Township ordinances and procedures; prepare comment letters outlining plan deficiencies; confer with other Township departments, Township Engineer and Township Solicitor to complete review; respond to questions and resolve problems regarding review comments; ensure time frame conforms with State legislation and Township ordinances; prepare documents for Planning Commission meeting; determine transportation impact fees; conduct site inspections.
2. Coordinate with the Code Compliance, Fire Rescue, Public Works, and Police Department and Community Development Director to ensure conformance with Township Land Use Ordinances.
3. Answer inquiries regarding planning and zoning functions and interpretation of ordinances; utilize resources to provide technical assistance to Township staff, residents, applicants, and developers.
4. Maintain documentation of inspections, investigations, and any legal action. Document potential violations with photos, written notes, and written reports.
5. Document project activities and organize files and maintain digital project files.
6. Respond to right-to-know inquiries by compiling requested information.
7. Assist with the processing of applications and petitions for text amendments, petitions for rezoning and conditional use requests; prepare legal notices when appropriate; and post subject property.

8. Serve as staff liaison to the Planning Commission; process applications and petitions, prepare legal notices when appropriate, post subject property when appropriate, prepare meeting agendas, information for members, attend meetings, and respond to questions regarding agenda items; prepare minutes and communicate recommendations.
9. Review and respond to planning-related requests and complaints from the public, Township staff and elected officials regarding Township Ordinances; conduct site inspections and issue notice of violations; conduct follow up to determine if violation has been corrected; file civil complaint with District Justice when uncorrected; represent Township at legal hearings.
10. Review Township professional consultant invoices for services rendered. Contact Township consultants regarding problems, questions, and adjustments.
11. Assist in the preparation of reports, studies, legal agreements, ordinances, and ordinance amendments e.g., comprehensive plan, zoning, subdivision and land development ordinances, etc., compile information and draft documents in conjunction with Township Solicitor.

Other functions

1. Prepare maps, charts, diagrams and overlays for presentations, reports, and studies.
2. Assign addresses for new development in Township.
3. Participate in training, education, and professional programs to expand knowledge in planning field and ordinance enforcement.
6. Serve on planning committees and attend meetings, as required.

Physical Requirements

1. Ability to sit or stand for long periods of time while working at a desk or computer.
2. Ability to travel throughout the Township and to neighboring communities.
3. Must be able to lift to 15 pounds at times.
4. Must be able to use a hammer to post notices on properties for advertising purposes.
5. Must be able to measure and calculate area, impact fees and other simple equations.
6. Must be able to navigate outdoor terrain, if conducting field investigations.

Competencies

Knowledge:

Thorough knowledge of department and Township policies and procedures.

Thorough knowledge of PA Municipalities Planning Code.

Thorough knowledge of land planning.

Thorough knowledge of Township Land Use Ordinances.

Thorough knowledge of geographical features of Township.

Thorough knowledge of inspection practices and procedures.

Working knowledge of stormwater management.

Working knowledge of related state and federal requirements, i.e., Wetland requirements, Pennsylvania Department of Transportation requirements, and Pennsylvania Department of Environmental Protection.

Basic knowledge of civil engineering and surveying.

Skills:

Operation of computer and basic computer programs.

Excellent oral and written communications skills.

Use of Microsoft Office applications.

Use of basic office equipment.

Use of manual tools, e.g., tape measure, hammer.

Read and interpret subdivision, land development, and stormwater management plans.

Inspect and identify land development related issues.

Abilities:

Ability to apply a planning process appropriate to situations, e.g., assess problem/opportunity, goal setting; alternate strategies; implement and evaluate.

Ability to apply a set of regulations to varied land use requests, assess feasibility of request, and recommend appropriate course of action.

Ability to interpret land use zoning maps and review subdivision, land development and stormwater management plans.

Ability to interpret planning documents.

Ability to learn specialized programs and platforms such as CityView, Bluebeam, and GIS-based programs.

Ability to multi-task while maintaining attention to detail.

Ability to prioritize work schedule to meet deadlines and to complete time-sensitive projects.

Ability to research, collect and compile data.

Ability to cooperate as member of a team to deliver programs and services.

Ability to develop and maintain effective working relationships with all customers.

Ability to resolve conflicts in a tactful and diplomatic fashion.

Ability to prepare and maintain accurate records.

Ability to demonstrate physical agility in inspecting and walking at construction sites.

Ability to demonstrate physical fitness to include standing or walking for long periods of time.

Ability to maintain composure under pressure.

Ability to facilitate in-person and/or virtual public meetings.

Required Education and Experience

Bachelor's degree in a related field such as planning or public administration/policy.

3 years experience in a related field.

Ability to read and interpret site plans, blueprints, and legal documents.

Preferred Education and Experience

Master's degree in a related field such as planning or public administration/policy.

5 years' experience as a land planner, zoning administrator/officer or related occupation.

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Signatures

Employee's Name Printed: _____ Date: _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____