



**CHELTENHAM TOWNSHIP  
EMPLOYEE JOB DESCRIPTION**

<b>POSITION TITLE:</b> Director of Community Development	<b>DEPARTMENT:</b> Community Development
<b>POSITION EFFECTIVE:</b> Immediately	<b>REPORTS TO:</b> Township Manager
<b>POSITION STATUS:</b> Full-Time, Exempt	<b>LOCATION:</b> Administration Building
<b>SALARY GRADE:</b> N/A	<b>PROBATION PERIOD:</b> 1 year
<b>CIVIL SERVICE STATUS: [Y] [N]:</b> No	

**JOB SUMMARY:**

The Director of Community Development is charged with oversight, enforcement, and advocacy of planning, land development, zoning, building construction, and code enforcement, ensuring consistent enforcement and excellent public relations. The Director of Community Development Community works closely with various internal and external stakeholders to ensure Cheltenham is implementing and enforcing best practices for a healthy and vibrant community. The Director of Community Development is responsible for managing, coaching, and developing team members and must have extensive depth of expertise and knowledge in land use, zoning, code enforcement, historic preservation, environmental planning, economic development, and other related areas to assist in reviewing and developing policies and procedures, as well as determining efficient and innovative ways to accomplish the Township’s strategies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties and responsibilities described below are indicative of what the Director of Community Development may be asked to perform. They are not construed to be all-inclusive. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential functions of work not listed herein, are permissible if such functions are a logical assignment to the position. Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without reasonable accommodation.

**Planning, Development, and Land Use**

- 1) Oversee and coordinate subdivision and land development (SALDO) applications from submission through approval and construction, ensuring all legal time conditions are met.



- 2) Review development proposals, plans, and applications for compliance with Township codes, ordinances, applicable planning initiatives and documents, and other regulatory requirements.
- 3) Participate in the preparation and revision of ordinances, zoning regulations, planning studies, and related documents.
- 4) Serve as a technical advisor to the Board of Commissioners, Planning Commission, and other boards and committees.
- 5) Work with Township administration to attract and collaborate with developers and stakeholders to achieve development goals.
- 6) Coordinate with Public Works, engineering and all other appropriate staff on infrastructure systems, including sanitary sewer and stormwater management.
- 7) Support planning, design, and development of Township facilities and infrastructure improvements.
- 8) Enforce historic preservation, environmental, and tree protection ordinances and support resource preservation initiatives.

#### **Code Enforcement and Regulatory Oversight**

- 1) Administer and enforce zoning, building, property maintenance, stormwater, and related codes and ordinances.
- 2) Oversee and audit staff responsible for permits, inspections, and code compliance including, but not limited to earth disturbance, building, electrical, mechanical, plumbing, fire, rental and vacant property registry, and life-safety.
- 3) Review construction and building plans and issue permits; ensure compliance throughout construction.
- 4) Conduct or oversee inspections and investigations related to code violations.
- 5) Manage enforcement actions, including notices of violation, citations, and court testimony.
- 6) Interpret codes and provide technical guidance to staff, officials, contractors, and the public.

#### **Boards, Commissions, and Public Engagement**

- 1) Provide staff support and technical assistance to the Zoning Hearing Board and enforce its decisions.
- 2) Attend and participate in meetings including the Board of Commissioners, Planning Commission, Zoning Hearing Board, and other relevant committees.
- 3) Prepare reports, presentations, legal advertisements, and public notices as required.
- 4) Communicate complex planning and development issues clearly to elected officials, stakeholders, and the public.

#### **Leadership, Management, Administration, and Strategy**

- 1) Direct, plan, and manage the Township's community development, planning, zoning, and code enforcement functions.



- 2) Develop, implement, and evaluate departmental goals, policies, and procedures aligned with Township objectives.
- 3) Coordinate departmental activities with other Township departments, agencies, and external partners.
- 4) Remain informed on trends, legislation, and best practices in planning, zoning, economic development, historic preservation, transportation, environmental management, and code enforcement.
- 5) Provide strategic recommendations and implement community-sensitive development practices.
- 6) Supervise, train, and evaluate departmental staff.
- 7) Assign work, monitor performance, and ensure quality and regulatory compliance.
- 8) Address performance issues and implement corrective actions, including disciplinary measures in coordination with Human Resources and Township management.
- 9) Promote a culture of accountability, customer service, and continuous improvement.
- 10) Maintain official records, including property records and real estate transfers.
- 11) Ensure contractor registration compliance.
- 12) Oversee documentation, reporting, and recordkeeping related to inspections, permits, and development activities.
- 13) Utilize technology to improve service delivery, data analysis, and operational efficiency.
- 14) Prepare and administer the department budget, including forecasting, expenditures, and adjustments.
- 15) Help identify, pursue and manage grant and funding opportunities to offset Township costs and further Township priorities.
- 16) Coordinate and participate in professional development and training for the department to stay current with industry standards and best practices.
- 17) Serve as a member of the Emergency Management Team and be available on a 24/7 basis during emergencies for zoning or building code-related concerns.
- 18) Ensure department records and project documentation are appropriately maintained in accordance with best practices.
- 19) Perform related duties and special projects as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:****Skills**

- Strong analytical, problem-solving, and negotiation skills.
- Demonstrated leadership, organizational, and project management abilities.
- Excellent written and verbal communication skills, including the ability to present complex information clearly to elected officials, advisory committees, and the public.
- Strong interpersonal and public relations skills, with the ability to build trust and communicate effectively across diverse stakeholders.



- Ability to manage multiple priorities, meet deadlines, and operate effectively in a fast-paced environment.
- High level of attention to detail and strong organizational and active listening skills.
- Proficiency in the use of computers, tablets, and standard office software (e.g., Microsoft Office Suite), as well as industry-related systems such as enterprise resource planning (ERP) software (OpenGov), Bluebeam, and ArcGIS.
- High level of professionalism, including the ability to handle confidential and sensitive information with discretion.

### **Knowledge**

- Thorough knowledge of municipal planning, zoning, land development, and code enforcement principles and practices.
- Working knowledge of applicable laws and regulations, including the Pennsylvania Municipalities Planning Code (MPC), International Construction Code (ICC), and relevant state and federal requirements relating to land use and code compliance.
- Knowledge of public administration principles, including budgeting, revenue, funding mechanisms, and governmental processes.
- Knowledge of management practices, including personnel supervision, training, and performance evaluation.
- Familiarity with real estate principles, terminology, and regulatory frameworks.
- Understanding of engineering concepts related to site design, construction plans, and infrastructure.
- Knowledge of inspection practices and regulatory compliance related to building construction and safety codes.
- Familiarity with GIS and other technology applications used in planning and community development.

### **Abilities**

- Ability to interpret and apply ordinances, regulations, site plans, technical reports, and legal documents.
- Ability to read and interpret site and building plans and assess compliance with applicable codes and standards.
- Ability to exercise sound professional judgment and operate effectively in a politically sensitive environment.
- Ability to investigate complaints, mediate disputes, and resolve code enforcement issues effectively.
- Ability to lead, supervise, train, and evaluate staff, while fostering a collaborative and high-performing team environment.
- Ability to establish and maintain effective working relationships with internal and external stakeholders at all levels.



- Ability to plan, organize, prioritize, and manage multiple projects and competing demands.
- Ability to prepare clear, concise reports and present information and recommendations in an organized manner.
- Ability to adapt to changing priorities and implement process improvements.
- Ability to work both independently and collaboratively with staff, officials, applicants, consultants, and the public.
- Ability to maintain confidentiality and exercise discretion at all times.
- Ability to work a flexible schedule, including evening meetings and emergency response as needed.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in engineering, planning, urban studies, public administration, or a related field required; Master's degree preferred.
- Minimum of seven years of progressively responsible experience in municipal planning, zoning, land use administration, or a related field.
- Minimum of four years of supervisory and management experience, including significant project management responsibilities.
- Demonstrated experience working with planning commissions, zoning hearing boards, elected officials, and the public.
- Experience with ArcGIS and ERP systems (e.g., OpenGov) preferred.
- Pennsylvania Zoning Officer certification required or must be obtained within six months of appointment.
- AICP, PE, and/or BCO certifications preferred.
- Proficiency in standard business software applications, including Microsoft Office Suite.
- Valid Pennsylvania driver's license required.

**PHYSICAL REQUIREMENTS:**

Work is primarily performed in an office setting but includes travel to field locations for meetings and inspections, including undeveloped sites and active construction areas, with potential exposure to varying weather and environmental conditions.

- Regular work schedule is Monday through Friday, 8:00 a.m. to 4:30 p.m., unless otherwise directed.
- Ability to attend evening meetings and respond to after-hours or on-call situations as required.
- Ability to maintain regular attendance.
- Ability to sit for extended periods and perform computer-based work.
- Ability to stand, walk, bend, kneel, stoop, climb, balance, and perform field inspections.
- Ability to lift and carry up to 50 pounds.
- Adequate vision, hearing, and manual dexterity to perform essential job functions.
- Ability to work safely and comply with all organizational safety policies and procedures.



- Ability to interact professionally with the public, including in potentially challenging or high-stress situations.

**DO NOT WRITE BELOW THIS LINE UNTIL INSTRUCTED**

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This Job Description is designed to accurately reflect the job duties and responsibilities of the Director of Community Development. However, it may not be all-inclusive and other job-related duties may be required. Reasonable accommodations will be made as required by local, state, or federal law so long as they do not cause an undue hardship.

By signing below, I acknowledge that I have read and understand this Job Description. I am able to meet or exceed all aspects of the Job Description.

**JOB DESCRIPTION TITLE:****Director of Community Development****TODAY'S DATE:**

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**PRINTED NAME:**

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**SIGNATURE:**

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