



Job Description

Job Title: Municipal Planner

Level: I II Senior

Division Name: Municipal Planning

Full time **Part time** *FLSA Status:* Exempt Non-Exempt

Hours of Work: 7.5 hours per day

Hours per week: 37.5

Reports to: Chief of Municipal Planning

POSITION SUMMARY: The Municipal Planner is responsible for technical and review services to the seventy-two York County municipalities including review of subdivision and land development plans. Additional duties as assigned.

MINIMUM QUALIFICATIONS

- Associate's degree in planning or related field, or the equivalent work experience.
- Excellent organization, verbal, and written communication skills required along with proficiency in Microsoft 365.
- Knowledge of the County and local municipalities and the ability to understand and interpret standard plan text, symbology, and municipal ordinances.
- Working knowledge of PA local government.
- Working knowledge of the PAMPC – Pennsylvania Municipalities Planning Code.
- Must be able to travel to attend training and meetings.
- Ability to prepare presentations and facilitate public meetings.
- Ability to work professionally with staff, the public, and other outside agencies.
- Ability to organize and facilitate in-person, virtual, and hybrid meetings.
- County background check is required for all employees.
- In the event the position is required to drive the company vehicles to perform the essential functions of the job, a valid driver's license is required.

PREFERRED QUALIFICATIONS

- Bachelor's degree in planning or related field, or the equivalent work experience.
- Knowledge of GIS programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Provide subdivision and land development plan reviews, including county subdivision plans and sketch plans for 72 municipalities in York County.
- Administrative tasks related to plan reviews and other land use reviews.
- Ordinance reviews, including zoning and Subdivision and Land Development Ordinance (SALDO) amendments, complete updates, drafting of staff review and comments and attending Local Government Advisory Committee (LGAC) and York County Planning Commission (YCPC) meetings for the project.
- Review requests for floodplain determination.
- Provide information including non-project specific questions from municipalities, private sector entities and the general public, in addition to representing York County Planning Commission at meetings.
- Municipal work sessions including the review of subdivision and land development plans, sketch plans, and potential ordinance amendments with municipal staff.
- Plan/prepare studies and projects including drafting model ordinances and preparing information for planning studies to be distributed to municipalities and the public for planning purposes such as the senior housing study and warehouse study.
- IS liaison relating the computer/GIS/mapping needs of the Municipal Planning Division to the IS Division.
- Possible work supervision of interns.
- Complete projects assigned by the senior management staff.
- Regular and reliable attendance required.

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