



# Zoning Officer

Department: Planning & Community Development

Revised: December 4, 2024

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## DESCRIPTION

Under the supervision of the Director of Planning & Community Development, the Zoning Officer is responsible for:

- Comprehensive and effective administration of Municipal Zoning Ordinances. Assists with County Zoning permits.
- The promotion of public understanding of the ordinance, the purposes and objectives of zoning, and the public interest justification for land use regulation.

## SPECIFIC DUTIES

- Assist with County zoning, performing on-site inspections, studies and evaluations of applications for zoning permits and inquiries for zoning interpretation on own initiative and without advance case-specific supervision.
- Provide staff analysis to the Zoning Hearing Boards on case-specific matters. Schedule Zoning Hearing Board meetings, arrange support for those hearings, prepare legal advertisements, post appropriate property, notify property owners and refer appropriate applications to the parties of record to secure input prior to disposition.
- Work with and provide regulatory advice to the Subdivision & Land Development Administrator, developers, land owners, their agents, engineers, surveyors, lawyers, realtors and lending institutions to help them achieve compliance with the Zoning Ordinance and all other applicable laws and regulations.
- Work with municipal officials to maintain and develop a strong Zoning Partnership; including provision of municipal training, solicitation of municipal comments regarding zoning applications, and prompt response to municipal official questions and concerns about zoning regulations and administration. Promote the expansion of the Municipal Zoning Partnership to other municipalities.
- Establish and maintain accurate up-to-date zoning case files containing such documentation necessary to maintain sound case decisions, defend these decisions upon challenge or litigation and serve as a data source for comprehensive planning and other planning functions. Maintain records on a computerized database for ordinance administration and general planning purposes.
- Provide design advice and options to help regulated parties understand and comply with technical and performance standards.
- Develop working knowledge of Lycoming County and municipal offices, their facilities, public services, their legal jurisdictions and requirements.
- Develop and maintain a detailed knowledge of State and Federal laws, such as, but not limited to, the PA Municipalities Planning Code, PA Sewage Facilities Act, PA Stormwater Management Act, PA Floodplain Act and both Federal and State wetland laws and regulations, as well as all

other pertinent laws and regulations which affect facility design standards, administrative procedures, and any other aspect of development or land use as it may pertain to Zoning Ordinances.

- Provide public information as requested.
- Maintain up-to-date technical and professional competence.
- Responsible for intake and receipt of all applications submitted, collection of fees and monitoring of deadlines for approval of all applications, with assistance by the department's Administrative Specialist.
- Provide, upon request, interpretations and determinations under the Zoning Ordinances for case specific matters.
- Provide information for all applicants on procedures involving a special exception request and inquiries on re-zoning procedures; refers such re-zoning and special exception requests to the appropriate officials.
- Prepare necessary reports, recommendations, and resolutions on behalf of the municipalities regarding the approval or denial of zoning map and/or text amendments, under the oversight of the Development Services Supervisor.
- Monitor development within the areas of Zoning Ordinance jurisdiction, including periodic field tours of the municipalities to confirm compliance with the Zoning Ordinances.
- Maintain a complete registry of legal non-conforming uses.
- Respond to inquiries and complaints concerning the Zoning Ordinances and maintain a log of such commentary for use in further improvements to the ordinance including notations of disposition of concerns.
- Provide functional and technical guidance to assigned staff, including Cartographer and clerical staff.
- Acquire and maintain knowledge of floodplain compliance regulations.
- Perform additional duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

None.

**WORKING CONDITIONS:**

Normal office conditions plus travel, night meetings and frequent fieldwork in areas with natural hazards and during weather extremes.

**JOB REQUIREMENTS**

- Associates' degree in Planning or related field or a combination of equivalent experience sufficient to perform duties listed above.
- Internship with a Planning Agency is desirable.
- Experience in zoning regulations is desirable.
- Knowledge of ESRI GIS is desirable.
- Ability to communicate complex technical and legal matters effectively and courteously with regulated or uninformed parties, plus public speaking, written, and graphics skills required.
- Capable of using a personal computer to perform the required database, spreadsheet, word processing and related functions.
- Current, valid Pennsylvania driver's license with personal vehicle available for work related use required.
- Must submit to and pass a drug screening and background check per County policy.

### **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

**County of Lycoming is an Equal Opportunity Employer**

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