HEMPFIELD
TOWNSHIP

Planning Manager

DEPARTMENT: **COMMUNITY DEVELOPMENT**

REPORTS TO: Township Manager

SUPERVISES: None

CLASSIFICATION: Non-Exempt/Non-Union/Full-Time/Salary

SUMMARY: The Planning Manager for Hempfield Township is a role responsible for overseeing the township's planning initiatives and ensuring alignment with long-term goals and community development objectives. This position involves strategic planning, coordination, and management of various planning activities, including general planning, sewage planning, subdivisions, and land developments.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The Planning Manager position duties will include, but not be limited to, the following:

1. Plans, organizes, directs, and monitors overall operations of assigned areas;
2. Assists the Township Manager in providing support and updates to the Township Manager and Board of Supervisors with regard to ongoing planning initiatives;
3. Manages the development of the long-range planning program with goals, objectives, implementation measures and alternatives, public information, and participation systems;
4. Manages all aspects regarding general planning, sewage planning, subdivisions and land developments.
5. Assists the Township Manager and other roles in researching, developing, and implementing grants and grant-funded projects.
6. Assist in the constant monitoring of goals set forth by the Township Comprehensive plan and provide support to departments in order to stay on track;
7. Serves as a technical resource to other departments, agencies and individuals including residents, engineers, consultants, builders, developers, and construction professionals;
8. Act as a liaison between the Township and current or future business owners in order to spur economic growth;
9. Work with other departments, agencies and individuals including residents, engineers, consultants, builders, developers, and construction professionals, to review, manage, and provide guidance in all matters relating to Subdivisions and Land Developments.
10. Work closely with the Chief Building and Zoning Officer to review the zoning and SALDO codes and provide suggestions, in an effort to ensure the codes are up-to-date and are aiding in meeting the objects of the Comprehensive Plan.
11. Attend related non-Township meetings;
12. Attend Planning Commission meetings;
13. Has a comprehensive understanding of the Pennsylvania Municipal Planning Code;
14. All other duties as assigned.

EDUCATION & EXPERIENCE:

1. A degree in Municipal Planning, GIS, or other related field of study.
2. Interest or knowledge of planning and zoning, land use, or land use law.
3. Professional certifications such as the American Institute of Accredited Planners (AICP) and the PA Sewage Enforcement Officer (SEO).
4. Has a comprehensive understanding of the Pennsylvania Municipal Planning Code.
5. Consideration may be given to any equivalent combination of education, management, and/or field experience.

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NECESSARY KNOWLEDGE, SKILLS, & ABILITIES:

The individual must possess the following skills and abilities or be able to demonstrate that they can perform the essential function of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

1. Ability to maintain a good working relationship with the general public and Township officials.
2. Ability to express ideas clearly and concisely both orally and in writing.
3. Must possess a valid Pennsylvania driver's license.
4. Must obtain all Pennsylvania Act 153 Child Abuse Clearances and CPR and First Aid Certifications.
5. Ability to handle multiple tasks at one time, and devise solutions to immediate problems without much time for consideration.
6. Skills in operating a personal computer with a general understanding of word processing, spreadsheet preparation, database development, file maintenance, ArcView, and the ability to learn other computer applications.
7. Understanding and working knowledge of the Pennsylvania Municipal Planning Code and Chapter 87 of the Code of the Township of Hempfield.
8. Understanding of the English Language.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed is performed both inside and outside the normal office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee might have to work in outside weather conditions, and will be exposed to wet and/or humid conditions, frigid or hot temperatures, airborne particles, and extremely noisy environments.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.