

<b>JOB TITLE:</b>	Assistant Zoning Officer	<b>DEPT:</b>	Planning and Zoning
<b>REPORTS TO:</b>	Zoning Officer	<b>FLSA STATUS:</b>	SE
<b>BARGAINING UNIT:</b>	None	<b>CLASSIFICATION:</b>	
<b>DATE PREPARED:</b>	November 14, 2022	<b>DATE APPROVED:</b>	

**Summary**

The Assistant Zoning Officer is responsible for providing assistance in the enforcement and application of established Township Zoning, Land Development and Subdivision Ordinances. The Assistant Zoning Officer is also responsible for providing support for the overall administration and enforcement of the Zoning Ordinance and the Subdivision and Land Development Ordinance (SALDO).

The Assistant Zoning Officer will attend all Zoning Hearing Board and all Planning Commission meetings.

**Employment Information**

- Full-Time, exempt position.
- \$50,000 to \$60,000 depending on qualifications.
- 37.5 hours per week, Monday – Friday 8:30am-4:30pm (Additional hours may be needed as necessary to accomplish the duties, tasks and responsibilities of the position).
- Eligible for Township benefits.

**Supervision**

The Assistant Zoning Officer reports directly to the Zoning Officer. The Zoning Officer will have supervisory responsibilities.

**Essential Job Functions and Responsibilities**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Maintain a solid working knowledge of the Zoning Ordinance, Subdivision and Land Development Ordinance (SALDO), Stormwater Management Ordinance, and other Township Ordinances as needed to respond to inquiries.
- Act as the secondary point of contact for questions regarding Zoning. Assist Township Residents and general public with questions and concerns regarding Ordinances and the Zoning Permitting process.
- Screen all incoming Zoning Permit Applications for completeness and legibility. Reject incomplete or unsatisfactory Zoning Permit Applications immediately and provide guidance

on submitting an acceptable Zoning Permit Application. Date stamp, initial, and forward acceptable Zoning Permit Applications to the Chief Permit Administrator for further processing.

- Perform reviews of Zoning Permit Applications.
- Promptly review all incoming Zoning Hearing Board (ZHB) applications in consultation with the Zoning Officer as soon as possible upon receipt.
- Assist in the scanning of ZHB applications, assist in the preparation and coordination of distribution of ZHB packets physically and digitally with Zoning Inspector; assist in the input of all documents into the Document Management System.
- Assist in the distribution of electronic copies of ZHB applications to the Assistant Township Manager, ZHB Solicitor and Township Solicitor following signature by the Zoning Officer.
- Assist in the coordination of ZHB meetings with ZHB, ZHB Solicitor, ZHB Applicants, and Zoning Officer.
- Assist in the tracking of all ZHB applications, Subdivision/Land Development Applications, and Conditional Use Applications including, but not limited to timelines/deadlines required by law or ordinance, status of recent submittals, projected reviews by the Zoning Hearing Board, Planning Commission, and Board of Supervisors, and necessary extension requests keeping the Assistant Township Manager and Zoning Officer updated on a real-time basis.
- Assist in the coordination of drafting, printing and posting of public notices for all ZHB and Conditional Use applications with Zoning Inspector, and assist in the posting of all notices in the absence of the Zoning Inspector.
- Assist in the coordination of drafting, printing, signature, and delivery of required ZHB Affidavits with Zoning Officer, Zoning Inspector, and ZHB Solicitor.
- Attend ZHB meetings to operate Zoom meetings and provide technological support.
- Assist in the preparation of the Zoning Hearing Board Report for review by the Assistant Township Manager, Zoning Officer, and Zoning Hearing Board Chair prior to submission to the Board of Supervisors.
- Attend Planning Commission meetings to take Minutes.
- Draft Notices of Violation, Incomplete Application, and Application Denial Letters for the Zoning Officer's approval.
- Assist in Right to Know requests.
- Review and approve Applications for Soliciting and Peddling Permits.
- Assist in the maintenance and publication of a "Do Not Contact" list of properties where Soliciting and Peddling are not permitted at the request of the Property Owner.
- Assist in the scanning and emailing/ mailing of all documents to all pertinent parties as required and upload all documentation into the Document Management System.
- Assist in the maintenance and distribution of all incoming documents related to Zoning Hearing Board Applications, Subdivision and/or Land Development Applications, and Conditional Use Applications.
- Perform other duties as required by the Zoning Officer.

## **Qualifications**

- Bachelor's Degree required from an accredited college or university in engineering, public administration, planning, or related field of study.
- Knowledge and experience in Municipal Government preferred.
- 2+ years of Zoning experience preferred.
- Knowledge and use of Microsoft Office (Word, Excel, PowerPoint) is required.

- Individual must be authorized to work in the United States.
- Valid Driver's License.

### **Knowledge, Skills and Abilities**

- Maintains a positive public service attitude at all times.
- Possesses exceptional critical thinking and analytical skills.
- Possess the ability to pay close attention to details and excellent organizational skills.
- Has the ability to prioritize and schedule work load appropriately to meet deadlines.
- Is punctual and maintains regular attendance at work.
- Has the ability to work independently with little supervision.
- Possesses the ability to establish and maintain effective working relationships with co-workers, township residents, the general public, etc.
- Has the ability to courteously answer resident questions or address resident concerns.
- Possesses strong writing skills.
- Is competent in the use of word processing, spreadsheets, presentations, databases, and other forms of information technology.

### **Work Environment**

This job generally operates in a professional office environment but frequently work is performed outside of the office. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

- To see and hear.
- To function in activities involving walking, bending, stooping, lifting, reaching above shoulder, climbing stairs and driving a vehicle.
- To sit for up to 4-8 hours, stand for up to 2-8 hours, walk for up to 2-8 hours and drive for up to 1-2 hours per workday.
- To lift and carry up to 15 lbs infrequently.
- To speak and write English fluently.
- Ability to use both the right and left hand for repetitive actions and firm grasping of tools, equipment and objects.

### **Travel**

Some local travel will be required.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **EEO Statement**

Warrington Township provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.