

# **ZONING OFFICER**

## **General Definition of Work**

Performs intermediated professional work in the administration and enforcement of zoning, sign regulations and related codes. Work is performed under the direction of the Director of Engineering, Planning and Zoning.

## **Work Objectives**

- Works with and assists the Director of Engineering, Planning and Zoning to provide a high-level of municipal services to Township residents, businesses, and taxpayers.
- Works with and assists residents, businesses, and taxpayers by addressing questions and resolving problems to make their best use of their property
- Works with and assists the Director of Engineering, Planning and Zoning in providing short-term and long-term solutions to issues affecting the community at-large and providing long-range planning to provide a wide-range of services efficiently and effectively from the Township government
- Works with and assists other Township departments when needed or directed
- During emergencies takes actions as trained and directed to protect life and property

## **Typical Tasks**

- Administers and coordinates the enforcement of the Zoning and Sign Ordinances
- Processes zoning and sign permit applications
- Conducts zoning and sign inspections
- Coordinates and attends Zoning Hearing Board meetings
- Acts as the manager of the Township Open Space parcels, creates agendas and conducts regular meetings for the Open Space Committee
- Performs as a contracted Zoning Officer for Half Moon Township
- Attends Planning Commission meetings and presents reports as necessary
- Answers questions form citizens, contractors, and realtors on provisions of the zoning and sign ordinances
- Prepares reports and keeps records regarding inspections and violations
- Prepares reports and recommendations on Zoning and Subdivision Ordinance amendments
- Maintains plan files for the Engineering, Planning and Zoning Department
- Assists Township Engineer with citizen questions and engineering field studies
- Performs related tasks as required

## **Knowledge, Skills and Abilities**

- Thorough knowledge of the Zoning and Sign Ordinances
- Ability to read, interpret, and apply ordinances, laws, court decisions, and other related material

- Ability to read, interpret subdivision, building and site plans
- Ability to administer complex regulations in a consistent and equitable manner
- Ability to work with the public, contractors, and developers
- Ability to maintain a positive attitude
- Knowledge of the methods and procedures used in code enforcements

### **Education and Experience**

A Bachelor's Degree from an accredited college or a minimum of six years relevant experience or an equivalent combination of education and experience is required. A Pennsylvania Driver's License is required.