

# **NORTH STRABANE TOWNSHIP**

**POSITION TITLE:** Planning Coordinator

**POSITION REPORTS TO:** Township Manager

## **GENERAL DESCRIPTION:**

The planning coordinator and assistant zoning officer is responsible for the effective administration of all federal legislation, state statutes and Township ordinances and resolutions pertaining to the areas of Township planning inclusive of land development, subdivisions, zoning regulations, storm water and flood plain management. This position also requires the formulation and recommendation of short and long term planning objectives in conjunction with the future growth and development needs of the community and with the viability of the Township's comprehensive plan. The planning coordinator reports directly to the manager and performs both administrative and field-related activities.

## **SPECIFIC DUTIES:**

- Direct the daily activities of the planning department.
- Inspect and perform preliminary review of all subdivision and land development plans submitted to the Township, prior to the submission of the Township Engineer.
- Inspect and perform preliminary review of all subdivision and land development plans to ensure compliance of stormwater management, flood plain and erosion and sedimentation regulations.
- Review all requests and plans for zoning permits in accordance with specifications contained in the Township zoning ordinance.
- Issue all permits and annual licenses pertaining to the areas of planning.
- Review and process all requests for zoning variances and special exceptions
- Prepare and manage Planning Commission meetings and agendas.
- Handle inquires related to zoning preparing zoning letters, and verification.
- Serve as Township's representative at Zoning Hearing Board meetings.
- Initiate legal action and prosecute violators of zoning, land development and subdivision, after consultation and authority has been received from the manager.
- Formulate and recommend to the Board of Supervisors short and long term planning objectives relevant to the future growth and development of the Township, including periodic reviews of the Township Comprehensive Plan.
- Certify and file reports to appropriate county, state and federal agencies as required.
- Maintain liaison with all department heads and provide the Board of Supervisors with periodic reports on all activities of the department.
- Work with developers, builders, and their representatives regarding zoning requests, subdivision plats, site plans and related development issues. Assists in filing and processing

related development applications. Coordinates with applicant, Township staff, and other applicable parties to resolve issues and keep development application on track.

- Coordinate and attend meetings between developers and all applicable Township staff where development projects are presented. Participate in developing staff recommendations on development proposals.
- Perform permit administrative duties including, but not limited to, answering public inquires, reviewing permit applications for completeness, and acting as a liaison between the project applicant, the Township, and the community.
- Meet with public, handle major complaints and investigations and provide public information on all aspects of department activity, local and state regulatory laws.
- Attend staff meetings of department heads.
- Coordinate and assign addressing requests.
- Coordinate ordinance codification
- Perform such other duties and related work as may be directed by the manager and Board of Supervisors.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of present day concepts in the field of planning and zoning.
- Ability to read and interpret subdivision and land development plans.
- Extensive proficiency to interpret all federal, state, and municipal laws pertaining to the areas of planning and zoning.
- Ability to express ideas clearly and concisely both orally and in writing.
- Ability to maintain a good working relationship with the general public and Township officials.

**EDUCATION, QUALIFICATIONS AND EXPERIENCE:**

Required. A bachelor's degree and one (1) year experience in planning/zoning administration or field work.

Preferred. Proficiency with ESRI GIS Mapping software