

**WESTTOWN TOWNSHIP
JOB DESCRIPTION**

TITLE: DIRECTOR OF ZONING AND CODE ENFORCEMENT
DEPARTMENT: PLANNING AND ZONING
LOCATION: ADMINISTRATION BUILDING
FLSA STATUS: EXEMPT
SUPERVISOR: TOWNSHIP MANAGER

GENERAL DUTIES

This position reports to the Township Manager and serves as the primary point of contact for land planning, development and code enforcement matters. The position's primary responsibilities are summarized below:

- Serves as Township Zoning Officer, with duties as outlined in §170-2000 of the Westtown Township Code and the Pennsylvania Municipalities Planning Code
- Serves as Addressing Administrator, Code Enforcement Officer, and Floodplain Administrator
- Reviews and issues building, zoning, and grading permits
- Interprets and enforces the Zoning, Land Development, Floodplain, and other applicable Township Ordinances
- Recommends appropriate ordinance amendments and revisions to comply with Township policy objectives and State mandates
- Educates residents and developers on code provisions and compliance
- Reviews and coordinates with solicitor, engineers, staff, and Township elected and appointed officials on Land Development, Conditional Use, and variance/special exception applications
- Coordinates and oversees work of 3rd party building inspector
- Supervises Permit Coordinator and Receptionist
- Serves as Secretary to the Planning Commission, attends all meetings (i.e., 2 meetings per month), prepares agendas, takes minutes, and coordinates all requested administrative tasks
- Serves as Secretary to the Zoning Hearing Board, attends all meetings (approximately 1 meeting every 1-2 months), and coordinates all requested administrative tasks
- Attends Board of Supervisors and other Township Commission meetings on an as-needed basis
- Maintains Township Code and ensures that it is updated on a regular basis
- Assists Township Manager with long-range planning, including updates to the Comprehensive Plan every ten years or as directed by the Board of Supervisors
- Other duties and projects as assigned by the Township Manager and the Board of Supervisors

Education, Training, and Experience

- Experience with local government operations, procedures, and grant writing

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JOB DESCRIPTION

- Proficiency with reading and understanding plans for subdivisions, land developments, and public works improvement projects for roads, sewers, and parks
- Bachelor's Degree in land planning, civil engineering, public administration, geography, or an equivalent field, with at least 4 years of work experience preferred
- Computer proficiency in Microsoft Office (Excel, Word, Publisher and PowerPoint) Verbal and written communication skills to successfully interface with Township property owners, engineers and solicitors
- Strong organizational and time management skills
- Ability to successfully manage multiple projects simultaneously
- Familiarity with document management software
- Ability to lift at least 40lbs
- Familiarity with GIS Mapping
- Must have a valid driver's license and be able to pass a criminal background check