

**SOUTH STRABANE TOWNSHIP**  
**550 Washington Road | Washington, PA | 15301**

**JOB DESCRIPTION**

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**POSITION:** Director of Planning and Zoning  
**IMMEDIATE SUPERVISOR:** Township Manager  
**SUPERVISES:** As Assigned

**DEPARTMENT:** Administration  
**REVISION DATE:** 07/10/2024

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**PRIMARY FUNCTION**

Responsible to the Township Manager for the short- and long-term community planning of the Township. The Director administers and enforces all phases of the land use and zoning process. The position is responsible for handling all incoming communications regarding planning and zoning matters and is a liaison for the Township’s Planning Commission and Zoning Hearing Board. This position is responsible for identifying local, statewide, and regional planning initiatives, trends, and issues; anticipating their potential impact on the community, providing input to the municipality; and developing policies, action plans or ordinances in response to a variety of land use and planning related issues facing the Township.

Work is performed during regularly scheduled hours but does involve additional hours as needed. Availability to attend evening meetings is required. The position is Exempt under the Federal Fair Labor Standards Act.

**ESSENTIAL DUTIES**

1. Administer and enforce the Township Subdivision and Land Development Ordinance and Township Zoning Ordinance including reviewing zoning applications, subdivision applications and land development applications.
2. Process and administer all applications, including, but not limited to subdivision, land development, conditional use, zoning variances, special exceptions, curative amendments, text amendments and the Comprehensive Plan.
3. Serve as the Township Zoning Officer and works in conjunction with the Township Code Officer.
4. Serves as the Secretary to the Zoning Hearing Board, attends all meetings, prepares agendas, takes minutes, and coordinates all requested administrative tasks.
5. Serve as the in-person liaison to the Township’s Planning Commission and Zoning Hearing Board providing guidance and support to ensure a coordinated approach to community development.
6. Serves as the Secretary to the Planning Commission, attends all meetings, prepares agendas, takes minutes, and coordinates all requested administrative tasks.
7. Administer all appeals to the Zoning Hearing Board; including hearing attendance and testimony on compliance with the requirements and standards of the Zoning Ordinance, when required.
8. Attend Board of Supervisors monthly meetings to assure continuity of information between the Supervisors and the Planning Commission and Zoning Hearing Board.
9. Develop and implement processes and procedures to improve workflow and efficiency.
10. Prepare meeting agendas and packets, draft minutes, coordinate applications and inform applicants of procedural requirements and application deficiencies.

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11. Provide code interpretations and participate in meetings with residents, property owners, engineers, architects, attorneys and developers to explain applicable codes, requirements, processes and procedures.
12. Coordinate the review and approval of all land development application construction cost estimates, and requests for Performance Guarantee Releases/Reductions in accordance with the Municipalities Planning Code.
13. Prepare correspondence on planning, land development and zoning matters.
14. Prepare and maintain planning and zoning records, reports, documents, specifications, proposals, and contracts in designated areas; provide manual and electronic tracking/filing systems for the records; certify the date of commencement and completion of all municipal improvements.
15. Review, prepare, and recommend updates to the Comprehensive Plan and Zoning and Subdivision and Land Development Ordinances.
16. Track zoning and planning escrow funds and financial security for public improvements and coordinates the same with the Township finance staff, applicants and developers.
17. Work with the Township engineer to manage and facilitate the Township's Geographic Information Systems (GIS) platform.
18. Work with the Township engineer regarding application and enforcement of the township grading ordinance as outlined in Chapter 109 of the South Strabane Township Code.
19. Work with Township's Municipal Separate Storm System (MS4) Engineer to ensure compliance with PA DEP regulations & standards in regard to the Township MS4 Program and Permit.
20. Works in conjunction with the Township Engineer to review all approved development plans for the private construction of public infrastructure and inspects the private construction of streets, sidewalks, storm water catch basins, and utilities to ensure compliance with approved plan and conditions and all state and local ordinances.
21. Initiate legal action and prosecute violators of zoning, land development and subdivision matters, after consultation and authority has been received from the manager.
22. Meet with the public, handle major complaints and investigations, and provide public information on all aspects of department activity, including applicable local and state regulatory laws.
23. Coordinate and attend meetings between developers and all applicable Township staff where development projects are presented. Participate in developing staff recommendations on development proposals.
24. Provide direct technical support and guidance to assist the public, elected/appointed officials and staff in understanding complex issues and subject matter related to planning and zoning matters.
25. Address customer service complaints, related to planning, zoning and code enforcement in-person or by telephone, investigate issue and address requests/complaints in accordance with policies and regulations, and recommends appropriate action.
26. Prepare correction letters, notices of violations, and stop work orders; works with violators to resolve violations expeditiously and cooperatively (where possible); pursue enforcement if necessary, according to deadlines and schedules set forth in correspondence and governing regulations (e.g. Municipalities Planning Code, Zoning Ordinance, International Property Maintenance Code).
27. Operate a motor vehicle to perform zoning related inspections; routinely tours the township to detect structures and/or uses that are in violation of Township Code
28. Ensures the maintenance of accurate and complete records of department activities and records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.
29. Seek, write and administer grants and other funding opportunities for development, planning and facilities.

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30. Establish and maintain effective working relationships with developers and realtors to promote investment in the Township.
31. Conduct research and analysis to evaluate the effectiveness of current plans and policies and recommend changes or updates as needed.
32. Manage the assigned budget ensuring that resources are appropriately allocated to meet the needs of the community.
33. Review and update zoning maps and ordinances, ensuring that they accurately reflect the development goals and priorities of the community.
34. Coordinate with other local, state, and federal agencies to develop and implement regional planning initiatives that address issues such as transportation, housing, and environmental concerns.
35. Performs all other duties as assigned by the Township Manager.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Thorough knowledge of the philosophies, principles, laws, regulations, procedures, goals, and priorities of planning and community development programs, including zoning laws, comprehensive plans, and subdivision and land development including the formation, process of adoption and enforcement.
2. General knowledge of the scope and functions of municipal government, including knowledge of federal, state, and local laws, ordinances and codes pertaining to a wide variety of planning, zoning, building and land use topics, including, but not limited to, the Pennsylvania Second Class Township Code and the Pennsylvania Municipalities Planning Code.
3. Knowledge of the principles of customer service and public relations.
4. Strong analytical skills with a keen eye for detail and the ability to work collaboratively with various stakeholders.
5. Ability to address the general public tactfully and courteously and to establish and maintain effective working relationships with other employees, public officials, and the general public.
6. Ability to effectively and tactfully communicate verbally, in person, over the phone, and in writing.
7. Ability to work without direct supervision and to exercise judgment, initiative, and discretion to make decisions in a timely manner.
8. Ability to read, understand and utilize site plans, zoning maps, land use maps, plot maps, and other documents related to real property.
9. Knowledge of principles, practices and methods for planning studies, designs, plans, specifications, estimates and reports, and ability to gather, analyze and evaluate facts and to prepare concise and informative reports.
10. Able to maintain all types of records and monitor budget.
11. Ability to work in a team-oriented atmosphere.
12. Ability to effectively use organizational and time management skills.
13. Ability to communicate complex ideas orally and in writing to developers, elected officials, and staff. Excellent presentation, communication (verbal and written) and analytical skills.
14. Ability to work on multiple tasks simultaneously.
15. Ability to attend regular evening meetings.
16. Ability to apply knowledge of operations, procedures, and ordinances to make consistent decisions.
17. Working knowledge of standard office equipment, personal computers, and software products, including Microsoft Office, ArcGIS applications and video conferencing platforms.
18. Ability to recognize sensitive and discretionary information and maintain confidentiality with regard to context.

**QUALIFICATIONS, LICENSES AND EXPERIENCE**

1. Bachelor’s degree in planning, public administration, engineering, or related field.  
and
2. Minimum of two (2) years’ experience in municipal planning and zoning in a municipality of similar size and complexity.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

1. Operate a variety of standard office equipment, including a personal computer that requires continuous and repetitive eye, arm and hand movement.
2. Employee is regularly required to site at a desk and in meetings for long periods of times of up to 2 to 4 hours or more.
3. Tasks may occasionally entail muscular strain, including walking, standing, stooping, sitting, reaching and lifting objects between 5-25 lbs.
4. Outdoor work is required in adverse conditions to traverse uneven terrain to inspect various land use developments and active construction sites.
5. Employee is regularly required to talk or, in person, in meetings and by telephone.
6. Common eye, hand and finger dexterity is required for most essential functions.

**ACKNOWLEDGMENT**

The duties listed in the above job description 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Township Manager \_\_\_\_\_ Date \_\_\_\_\_

Employee \_\_\_\_\_ Date \_\_\_\_\_