

Community Development Director

DEPARTMENT: ADMINISTRATION

REPORTS TO: TOWNSHIP MANAGER

GENERAL JOB DESCRIPTION

The Community Development Director is responsible for the administration of the Township's land development ordinances, including the Zoning Ordinance, Stormwater Management Ordinance, and Subdivision and Land Development Ordinance. In addition to the duties described herein, the Community Development Director also serves as the Zoning Officer and assumes responsibility for the duties associated with the Zoning Officer.

Zoning Officer: *See Zoning Officer Job Description*

Planning and Land Development

1. Review any and all subdivision and land development plans for compliance with all applicable Township ordinances.
2. Meet with developers and related representatives and prepare correspondence related to plan review.
3. Review and comment on existing (or proposed) codes and ordinances (and preparing same when requested) and advise Board of Supervisors, Planning Commission, Township Manager and Zoning Officer in developing policies/ordinance revisions.
4. Attend all meetings of the Mount Joy Township Land Development Committee.
5. Prepare Planning Commission agendas, compile information for the Planning Commission, and attend all Planning Commission meetings.
6. Inform all applicants, who are seeking subdivision and land development approval, of any and all decisions rendered by the Township Board of Supervisors and the Township Planning Commission.
7. Prepare maps required by the township functions using GIS or CAD software.
8. Process and maintain files for zoning/subdivision/land development applications.
9. Schedule and maintain meeting appointments for zoning/subdivision/land development and forward schedule to appropriate staff and consultants.
10. Process all applications for subdivision and land development approval in accordance with the Mount Joy Township Subdivision and Land Development Ordinance.

Code Enforcement

1. Investigate alleged ordinance violations by all practical means and, if appropriate, issue enforcement notices to the associated parties.
2. After receipt of approval of the Township Board of Supervisors, institute civil enforcement proceedings as a means of enforcement of the Township's Code of Ordinances.

Community Development and Public Outreach

1. Prepare and maintain a status list for implementation of action items from the Township's Comprehensive Plan.
2. Coordinate regional activities to implement the Regional Strategic Plan with representatives from the other municipalities involved in the plan. Prepare and recommend updates to the plan to reflect current community priorities.
3. Provide technical assistance to the Parks Department as needed for the management of the Township parks and open space program.
4. Prepare stormwater management educational materials and outreach programs to educate Township residents as required under the Township's NPDES MS4 permit.
5. Regularly review Township Ordinances to ensure applicability to current development trends. Recommend updates to the Board of Supervisors when necessary. Prepare drafts of proposed ordinances and advertise the enactment in accordance with applicable laws.

GENERAL JOB DESCRIPTION

1. Overall knowledge of the Second Class Township Code
2. Comprehensive knowledge of the PA Municipalities Planning Code
3. Comprehensive knowledge of the Code of Ordinances of the Township of Mount Joy, with emphasis on the Mount Joy Township Zoning Ordinance and Mount Joy Township Subdivision and Land Development Ordinance
4. In direct consultation with the Township Solicitor, basic knowledge of applicable Case Law
5. Above average time management, organizational, communication and customer service skills in an office environment with a large degree of public interaction and information service
6. Medium to high level of knowledge of computer applications and software
7. Familiarity with general office equipment
8. A genuine interest in serving the public with a patience and understanding of the public as a taxpayer

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Geography, Urban and Regional Planning, Public Administration or a related field.
2. Five years of experience in community planning and/or municipal government
3. Ability to communicate effectively (both oral and written) with township citizens, township bodies and staff, developers/contractors and general public including communicating technical information in effective non-technical terms
4. Ability to communicate technically to other professionals (engineering/legal/planning); firmly; clearly articulating Township policy and position; and, fostering constructive dialogue toward achieving the objectives of the Township and its residents including imparting firmness of position while imparting a spirit of cooperation.
5. Ability to plan, manage and administer multiple projects at the same time

Township Zoning Officer

DEPARTMENT: PLANNING AND ZONING

REPORTS TO: BOARD OF SUPERVISORS AND TOWNSHIP MANAGER

GENERAL JOB DESCRIPTION

The Township Zoning Officer shall administer the Township's Zoning Ordinance in accordance with its literal terms, and shall not have the power to permit any construction or any use or change of use which does not conform to the Zoning Ordinance. This employee reports directly to the Township Board of Supervisors and the Township Manager. In addition to administering and enforcing the Zoning Ordinance, the Zoning Officer shall carry out the directives and orders of the Township Board of Supervisors and the Township Manager.

SPECIFIC JOB RESPONSIBILITIES

1. Review and process all applications for permits, i.e. for building, zoning, driveway, sign, road encroachment, minor and major earth disturbance, geothermal heating/cooling systems, and use and occupancy permits.
2. Upon receipt of knowledge of a possible ordinance violation, via an on-site inspection or upon receipt of a complaint, and subsequent to a thorough investigation whereby the alleged violation is in fact verified, the Township Zoning officer shall issue a "Notice of Violation, Cease and Desist Order and Enforcement Notice" to the party or parties involved with such violation.
3. After receipt of approval of the Township Board of Supervisors, the Township's Zoning Officer shall institute civil enforcement proceedings as a means of enforcement of the Township's Zoning Ordinance provisions.
4. Review any and all subdivision and land development plans for compliance with all applicable Township ordinances, i.e. zoning, subdivision and land development, driveway, nuisance, etc.
5. On-site inspection of any and all subdivisions and land developments for compliance with all applicable Township's ordinances, i.e. zoning, subdivision and land development, driveway, nuisance, etc.
6. Attend all meetings of the Mount Joy Township Land Development Committee.
7. Attend any additional meetings as required and directed by the Township Board of Supervisors and Township Manager.
8. Process all applications for hearings to be held before the Mount Joy Township Zoning Hearing Board and maintain files of Zoning Hearing Board applications and decisions.

9. Prepare Zoning Hearing Board agenda, compile information for the Zoning Hearing Board, and attend all meetings of the Zoning Hearing Board.
10. Record minutes for the Zoning Hearing Board meetings and transcribe minutes for distribution.
11. Coordinate all communication between the Zoning Hearing Board Solicitor and Zoning Hearing Board members.
12. Review all Planning Modules for Sewage Facilities Planning submitted by developers.
13. Inform all zoning hearing applicants of any and all decisions rendered by the Township Zoning Hearing Board.
14. Issue citations to persons found in violation of Township ordinances, appearing at the District Magistrate's office on behalf of the Township.
15. Coordinate and enforce the Township's Rental Property Management Code and manage the record-keeping of registered rental properties in the Township.
16. Prepare and submit a monthly activity report to the Township Board of Supervisors.
17. Prepare and submit a monthly activity report to the Lancaster County Board of Assessment Appeals.
18. Prepare and submit a monthly activity report to the United States Census Bureau.
19. Inform all applicants, who are seeking subdivision and land development approval, of any and all decisions rendered by the Township Board of Supervisors and the Township Planning Commission.
20. Prepare maps required by the township functions using a Geographic Information System.
21. Schedule and maintain meeting appointments for zoning/subdivision/land development and forward schedule to appropriate staff and consultants.
22. Prepare Planning Commission agendas, compile information for the Commission, and attend Planning Commission meetings.
23. Record minutes for Planning Commission meeting and transcribe minutes for distribution.
24. Prepare ordinances related to planning and zoning issues, including the Subdivision and Land Development Ordinance and Zoning Ordinance, with the assistance of the Township Engineer and Township Solicitor.
25. Process all applications for rezoning and curative amendments in accordance with the PA Municipalities Planning Code.
26. Process all applications for subdivision and land development approval in accordance with the Mount Joy Township Subdivision and Land Development Ordinance.

ADDITIONAL DUTIES

Additional duties as required by the Board of Supervisors Township Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Overall knowledge of the Second Class Township Code
2. Comprehensive knowledge of the PA Municipalities Planning Code
3. Comprehensive knowledge of the Code of Ordinances of the Township of Mount Joy, with emphasis on the Mount Joy Township Zoning Ordinance
4. In direct consultation with the Township Solicitor, basic knowledge of applicable Case Law
5. Above average time management, organizational, communication and customer service skills in an office environment with a large degree of public interaction and information service
6. Medium to high level of knowledge of computer applications and software
7. Familiarity with general office equipment
8. A genuine interest in serving the public with a patience and understanding of the public as a taxpayer

MINIMUM QUALIFICATIONS

1. Five years' experience in a highly responsible position in office administration work, preferably in the government sector, and
2. Associate Degree in Public or Business Administration, preferably with an emphasis in municipal law, or the educational equivalent, or
3. A combination of experience and education in appropriate fields sufficient to provide essential skills and knowledge for this position