

DEPARTMENT: COMMUNITY DEVELOPMENT DEPARTMENT

JOB TITLE: PLANNING SPECIALIST

IMMEDIATE SUPERVISOR: ASST. MANAGER/PLANNING DIRECTOR

DATE: February 23, 2023

POSITION SUMMARY

Performs a variety of routine and complex professional and technical work for the Community Development Department. The Planning Specialist provides assistance to the Planning Director and advises the Planning Commission, the Environmental Advisory Council, and the Historic Overlay Advisory Committee. This individual will provide oversight and assist in the adoption, revision, and implementation of the comprehensive plan and ordinances designed to implement the provisions of the plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Recommends and enforces governmental measures affecting land use, housing, transportation, and such studies authorized by the PA Municipality Planning Code to control and guide community development and renewal.
2. Performs routine land development and subdivision application activities to support the Township's planning and development function and related public services.
3. Assist in preparing GIS maps for projects.
4. Maintain the Township GIS system and permitting software.
5. Review building permits for completeness and compliance with Zoning Code.
6. Issue permits and approvals related to the Building and Zoning Code.
7. Prepares addresses for new developments.
8. Assist with the preparation of the Township's Annual MS4 permit.
9. Prepare grant applications.
10. Prepared materials and supporting documents for programs such as Tree City USA.

11. Coordinate Environmental Advisory Committee events such as Recycling Day, Earth Day.
12. Disseminate Township Code information and requirements to the public.
13. Prepare monthly and annual reports as required. Quarterly reports to Department of Labor and Industry.
14. Maintain filing system for Subdivisions and Land Developments.
15. Track performance bonds for developments and monitor construction.
16. Performs any other duties or function as assigned from time to time by the Asst. Manager/Planning Director.
17. Assist the Zoning Officer regarding Historic Preservations of Building/District.
18. Performs related tasks as required.

PERIODIC DUTIES:

1. Attends Planning Commission meetings unless excused by the Planning Director.
2. Attends all Environmental Advisory Council and Historic Overlay Advisory Committee meetings unless excused by the Planning Director.
3. Attends training and development programs.

REQUIRED TRAINING, EXPERIENCE AND SKILLS

1. Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor degree in Planning and/or related field.
2. Knowledge of the philosophies, principles, laws, regulations and procedures, goals and priorities of municipal planning.
3. General knowledge of the scope and functions of municipal government.
4. General knowledge of microcomputer and office automation systems, software and programs.
5. Ability to establish and maintain effective working relationships with contractors, the general public, public officials, and to enforce the Township Code with fairness and effectiveness.

6. Ability to read land surveys and construction plans; ability to deal with the public and others tactfully and courteously; ability to communicate effectively, orally and in writing.
7. Pennsylvania or other legal entity's driver's license.

PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS:

1. Operate a variety of standard office equipment, including a personal computer that requires a continuous and repetitive eye, arm and hand movement.
2. Employee is regularly required to sit 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. Employee is regularly required to talk or, in person, in meetings and by telephone.
5. Common eye, hand and finger dexterity is required for most essential functions.

ACKNOWLEDGEMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager _____ Date _____

Incumbent _____ Date _____