

**DEPARTMENT: COMMUNITY DEVELOPMENT DEPARTMENT**

**JOB TITLE: ZONING AND CODE ADMINISTRATOR**

**IMMEDIATE  
SUPERVISOR: ASST. MANAGER/PLANNING DIRECTOR**

**DATE: OCTOBER 6, 2022**

### **POSITION SUMMARY**

Performs a variety of routine and complex professional and technical work in the interpretation and enforcement of Township Codes. The Zoning and Code Administrator works under the general supervision of the Assistant Township Manager/Planning Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for carrying out the powers and duties of the Zoning Officer as set forth in applicable State law and Township ordinance, regulations, and resolutions, including but not limited to: Chapter 5 of the Moon Township Code of Ordinance, Code Enforcement, as amended; Chapter 13 of the Moon Township Code of Ordinance, Licenses, Permits and General Business Regulation, as amended; Chapter 22 of the Moon Township Code of Ordinances, Subdivision and Land Development, as amended; Chapter 23 of the Moon Township Code of Ordinances, Stormwater, as amended; and Chapter 27 of the Moon Township Code of Ordinance, Zoning, as amended.
2. Monitor resident's and property owner's complaints, Township employee input, and personal patrol, violations of Chapter 10 of the Moon Township Code of Ordinances, Health and Safety, as amended and Chapter 27 of the Moon Township Code of Ordinance, Zoning, as amended.
3. Follow up on violations by means of Advisories, Warnings, and formal Notices of Violation to ensure correction of identified problems.
4. Perform all applicable residential building, site, property maintenance and zoning inspections.
5. Obtain and maintain relevant or required certifications and qualifications for position and duties.
6. Prepare documentation where formal legal action is indicated and testify at hearings as required.

7. Perform rental inspections, maintain list of rental properties, and follow up with enforcement.
8. Assist in preparing GIS maps for projects.
9. Review and issue Sign Permits, Zoning Certificates, and Zoning Verification Letters.
10. Review building permits for compliance with Zoning Code.
11. Issue permits and approvals related to the Zoning Code.
12. Disseminate Township Code information and requirements to the public.
13. Prepare activity reports as required.
14. Performs any other duties or function as assigned from time to time by the Asst. Manager/Planning Director.
15. Performs related tasks as required.

**PERIODIC DUTIES:**

1. Attends Planning Commission meetings unless excused by the Planning Director.
2. Attends all Zoning Hearing Board 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.
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.
8. Possess the following certifications: PA UCC Residential Building Inspector, Residential Mechanical Inspector, Residential Energy Inspector.
9. Obtain PA UCC Commercial Inspection certifications within three years from date of hire.

**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 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. 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 \_\_\_\_\_