

PLANNING and ZONING COORDINATOR

Lower Swatara Township, Dauphin County, Pennsylvania is seeking a qualified applicant for the position of Planning and Zoning Coordinator. Lower Swatara Township is a First-Class Township with a population of 8,268 and is governed by a five-member Board of Commissioners. The Planning and Zoning Coordinator reports to the Township Manager

Responsibilities:

- Perform plan review and prepare written report for subdivision and land development plans for compliance with township zoning and subdivision and land development ordinances and other applicable laws.
- Enforcement of the zoning ordinance.
- Conduct and coordinate pre-application meetings with applicants when requested.
- Coordinate preparation and distribution of packets for subdivisions land development plans and zoning hearing board in a timely manner.
- Perform plan reviews of permit applications for compliance with Township Zoning regulations.
- Administer Zoning Hearing Board applications and all related activities.
- Assist with the updating the zoning ordinance, map and the comprehensive plan as necessary.
- Direct in updating zoning regulations and other township ordinances as necessary.
- Perform site inspections for compliance with Township ordinances and zoning regulations.
- Enforce storm water and floodplain management laws as the Floodplain Manager.
- Assist citizens/applicants seeking information related to Townships ordinances and regulations, property/structure research.
- Attend monthly evening meetings for the Planning Commission, Board of Commissioners (workshop and legislative), and Zoning Hearing Board.
- Enforce proceedings for noncompliance of applicable ordinances, laws and regulation.
- Assist MS4 coordinator with record keeping, enforcement and education of regulations.
- Assistant Right to Know officer to obtain needed documents and records.
- Assist Codes Department with a variety of duty's on an as needed basis.

Skills:

- Ability to perform job with minimum direct supervision.
- Use professional judgment when applying regulations.
- Strong communication skills with general public and co-workers.
- Establish and maintain a good working environment with co-workers.
- Basic computer skills, including Microsoft Office, and ability to operate typical office equipment such as fax, copiers, scanners, etc.
- Maintain accurate electronic and paper records of plans, permits, correspondence, and related fees.
- Site inspections to verify compliance with applicable ordinances and zoning regulations.
- Perform inspections in all weather conditions.

Experience:

- Five years of planning/zoning experience.
- Working knowledge of the PA DEP MS4 program.
- Working knowledge of the PA Municipalities Planning Code, Act 247.
- General knowledge of engineering/architectural, surveying, and environmental regulations as it relates to zoning/planning.

Education:

- Associates degree or a minimum of five years - experience in a related field.

Send cover letter, resume with minimum three references, and salary requirements to:

Township Manager – Confidential
Lower Swatara Township
1499 Spring Garden Drive
Middletown, PA 17057

Lower Swatara Township reserves the right to accept or reject applications. Lower Swatara Township is an equal opportunity employer and a drug-free work place. Applications will be accepted until 4pm on April 17,2017.

www.lowerswatara.org