

MONTGOMERY TOWNSHIP

POSITION TITLE: **DIRECTOR OF PLANNING AND ZONING**
 Regular, Full-time, Exempt

DEPARTMENT: **Planning and Zoning**

EFFECTIVE: **January 14, 2005**

REVISED: **September 1, 2008; September 2022**

GENERAL DESCRIPTION:

The Director of Planning & Zoning is responsible for overseeing the development and implementation of municipal planning and zoning policies. The position manages the department, coordinates with other departments, budget preparation and administration, professional level planning, and enforcement of codes, ordinances and laws relative to commercial and residential development, building and zoning in the Township.

SUPERVISION RECEIVED:

Under the direct supervision of the Township Manager.

SUPERVISION EXERCISED:

Position supervises and directs the activities of all employees in the Planning and Zoning Department.

ESSENTIAL JOB FUNCTIONS:

Directs the administration and technical operations of the department; prepares and administers annual budget for department; maintains financial, personnel and legal records pertaining to the department.

Recruits, trains, supervises and disciplines all employees within the department; schedules, assigns and directs staff.

Develop, update, and enforce zoning ordinances and land use policies.

Manages planning projects and programs including presentations to the Board of Supervisors and Planning Commission; establish policies, procedures and program improvements.

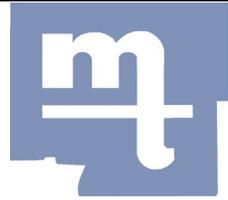
Review permit applications, site plans, and development proposals for compliance with Zoning and Township Codes.

Supervises reviews of plans for new construction, renovations and additions for conformance to Building and Township Codes.

Consults with and provides advice to Township employees, residents and contractors.

Maintains accurate records and documentation related to building, zoning, and planning activities.

Investigate and respond to complaints of possible zoning and code violations, taking appropriate enforcement action as necessary. Prepares and compiles records and documentation for legal proceedings; coordinates with Township Solicitor as necessary; represents Township at review boards and hearings related to code enforcement issues; makes court appearances to testify on behalf of the Township.



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Prepares and submits local, state and federal reports; compiles code inspection statistics; represents the Township to appropriate state and federal agencies, including Pennsylvania Department of Licenses and Inspections, etc.

ESSENTIAL JOB FUNCTIONS: (continued)

Attends meetings with the Board of Supervisors, Planning Commission, Zoning Hearing Board, the Business Development Partnership, Township officials and other committees and boards; coordinates departmental activities with other Township departments, state and federal agencies, and appropriate consultants.

Attends meetings and training courses to keep apprised of new technologies, codes, regulations, laws and systems relative to building, planning, zoning and land development issues.

Ensures that Zoning Hearing Board Applications are advertised, arranged and administered properly.

Coordinates the purchase, operation and maintenance of the department's computer system and other office equipment and machinery.

The above are intended to describe the general nature and level of work being performed in this position; they are not intended to be an exhaustive list of all duties, responsibilities and qualifications of this position. Performs other duties as assigned.

JOB STANDARDS: (Minimum qualifications needed to perform essential functions)

Strong leadership, organizational, and communication skills.

Lead and motivate others.

Knowledge of the principles and practices of land use planning, including planning/development review, long range planning, economic development/redevelopment, zoning, ordinance amendments, interpretation, enforcement and Geographic Information Systems (GIS).

Read and interpret complex plans, specifications, blueprints, and ICC and Township regulations and ordinances.

Deal tactfully and impartially with the public and others encountered in the course of work (including developers, construction personnel, other Township employees, state and federal agency personnel), and enforce codes, regulations and ordinances firmly.

Ability to type and knowledge of various software packages, including but not limited to Word, Excel, PowerPoint and Outlook

Work independently and with others.



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JOB LOCATION: (Place where work is performed)

Township Administration Building; various locations within and outside the Township.

EQUIPMENT: (Examples of machines, devices, tools, etc., used in job performance)

Township vehicle, telephone, two-way radio, computer, ICC and NFPA code manuals, blueprints, typewriter, fax & copy machines, adding machines, tape recorder, digital camera.

EDUCATION, EXPERIENCE AND TRAINING:

Possession of valid Pennsylvania driver's license required.

Bachelor's degree from an accredited college or university with major coursework in public or business administration, government, land use planning, civil engineering or related field, preferred. Master's degree, preferred.

Minimum 7 – 10 years of experience in community development, code enforcement and planning related activities, and 3 years of administrative and supervisory responsibility.

AICP, preferred