

## PLANNING AND ZONING MANAGER

<i>Rate of Pay:</i>	Commensurate with experience
<i>Classification:</i>	Exempt
<i>Last Approved On:</i>	8/5/2020

### REPORTING STRUCTURE

<i>Department:</i>	Zoning and Planning
<i>Reports To:</i>	Borough Manager
<i>Supervises:</i>	Administrative Assistant: Zoning and Planning

### JOB SUMMARY

This is a management and technical position relating to required enforcement of the Borough Zoning Codes and Ordinances and inspection of properties for compliance with the Code.

### Essential Functions

- Serves as the Zoning Officer for the Borough to administer and enforce the appropriate sections of the Code of the Borough of Columbia.
- Issues Zoning, Use, Sign, and Storm Water Management permits.
- Reviews subdivision and land development plans for compliance with Borough, State, and Federal regulations.
- Implements programs for the preservation of historic properties within the Borough
- Oversee the implementation and updates to the Comprehensive Plan as well as other specific plans and studies
- Represents the Borough at the Planning Commission, Historic Architecture Review Board (HARB), and Zoning Hearing Board
- Reviews building permit applications for zoning compliance and forwards those applications, as required by Borough Code, to the Zoning Hearing Board and or the HARB for formal action.
- Assist as needed to compute and collect fees for applications and permits.
- Performs initial, on-going, and final inspections of plans and property for conformity to Zoning and other ordinance requirements.
- Assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- Maintains comprehensive records of applications for permits, permits issued, certificates issued, inspections made, reports rendered, and notices of orders and citations issued. This includes scanning and saving documents electronically in the correct format.
- Prepares information in response to Right-to-Know requests
- Responsible for the Borough's storm water management program
- Serves on the workplace safety committee
- Serves on the Emergency Operations Center (EOC) as needed during emergencies
- Performs other duties as assigned by supervisor.

*Performs in accordance with Borough policy, administrative regulations, state and federal laws.*

#### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Applicants must possess a thorough knowledge of the Pennsylvania Municipal Planning Code and local planning and zoning codes and must understand and be able to enforce the Code of the Borough of Columbia, including but not limited to General Provisions, Administration of Government, Board of Health, Official Map, Planning Commission, Floodplain Management, Health and Sanitation, Historic District, Noise, Solid Waste, Storm Water Management, Subdivision and Land Development, and Zoning.

#### Education

Bachelor's Degree or higher in Planning, Landscape Architecture, Engineering or related significant field.

#### Work Experience

Extensive experience in zoning, planning, and historic preservation and knowledge of emergency operations in public service.

#### Licenses Required for the Position

Valid Pennsylvania Driver's License

#### Special Requirements

- Preferred Certifications or the willingness to obtain the following certifications:
  - American Institute of Certified Planners (AICP)
  - Zoning Officer Certificate/Certification
  - Possession of any ancillary certification or certificates of completion issued by the PA Department of Health, PA Department of Agriculture, and the PA Department of Labor and Industry.
- Required to have or complete within 1 year following FEMA classes and Certifications: IS -100, IS -200, IS-700, and IS - 800 and other courses as needed.
- Ability to successfully pass pre-employment and post-employment drug and alcohol testing.
- Knowledge of MS4/NPDES Permit Requirements as related to storm water.

#### Knowledge/Ability

Ability to represent the Borough in public and private meetings in a manner that brings credit to and respect for a public service official.

#### Analytical Demands

Recurring analytical demands. Analysis involves gathering and interpreting data to resolve problems of moderate complexity.

#### Temperament

- Must possess excellent interpersonal skills.

### Temperament

- Ability to make judgments and work under high level of stress.
- Must be cooperative, congenial, respectful, empathetic, and service oriented.
- Ability to work as a coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Ability to work in an environment with frequent interruptions.
- Possess a genuine demeanor and authentic personality.

### Cognitive Ability

- Ability to communicate effectively.
- Ability to organize tasks.
- Ability to exercise good judgment based on comprehensive knowledge and decision -making skills.
- Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to establish and maintain rapport with Borough Council, staff, co-workers, and general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Maintains productive working relationship with immediate supervisor.
- Must be a creative thinker.

### Specific Skills

- Must possess active listening skills.
- Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- Able to adjust to changes in the work environment.
- Maintains a good attitude toward management, fellow employees and the public.
- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- Proofreads work for grammar and spelling accuracy.
- Ability to compose clear, concise sentences and paragraphs.
- Ability to orient to N-S-E-W directions for locating, inspecting, and describing location details

### Workplace Expectations

- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the Borough's policies and procedures. Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Reports to work on time, gives a full day's work and makes effective use of time while on the job.

### Workplace Expectations

- Ability to follow directions and give direction to others.
- Ability to work independently and make work-related decisions.
- Ability to exercise good judgment in prioritizing tasks.
- Ability to communicate effectively at all organizational levels.
- Ability to use computer technology efficiently including Microsoft Office Suite including Word, PowerPoint and Excel software applications.
- Ability to appropriately handle confidential information in accordance with Borough policies.
- Ability to work the necessary hours, to include early mornings and late evenings, to complete all aspects of the job.

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### The physical activity of this position.

- Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.

**The physical activity of this position.**

- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers

**The physical requirements of this position.**

- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

**The visual acuity requirements including color, depth perception, and field vision.**

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer monitor; extensive reading; and distance visual inspection involving property inspection over a large area.

**The conditions the worker will be subject to in this position.**

- The worker is subject to both environmental conditions. Activities occur inside and outside.
- The worker is subject to extreme cold. Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
- The worker is required to function in narrow aisles or passageways.

*The borough recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.*

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

Borough Manager Signature \_\_\_\_\_

Date: \_\_\_\_\_