

State College Borough Planner, Senior (Zoning) Job Description



REPORTS TO: Planning Director
ROLE & LEVEL: P3

DEPARTMENT: Planning
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Senior Planner is responsible for the interpretation and enforcement of the Borough's zoning ordinances. Provides staff support to various Borough boards and commissions. Work is performed under direction with considerable latitude. Position relies on advanced level experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. Position seeks technical guidance only on unusual or complex problems or issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews subdivisions, land developments, zoning permits, and sign permits for compliance and permitting; ensures enforcement through various prescribed remedies when violations are noted
- Reviews building permit applications for compliance with zoning ordinances; issues permits when appropriate; explains regulations, areas of non-compliance, and possible procedures for remedies when permits are denied
- Writes and compiles agendas for various commissions and boards; prepares memos for the Borough Council when needed
- Researches planning and zoning issues based on board, commission, and council work plans
- Provides information and reports as requested by the Borough Manager, Council and interested members of the public
- Serves on committees as needed; makes staff recommendations on committee issues; prepares correspondence; reports to the Borough Manager and to Council on committee actions
- Conducts research, prepares reports, and drafts zoning ordinance amendments as requested
- Prepares and posts legal advertisements as required by law for various meetings and hearings
- Reviews, analyzes, and makes funding recommendations on budget requests
- Prepares environmental impact reviews as required

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Supervision:

- None

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of various housing assistance grants and loan programs and local, state, and federal assisted housing regulations
- Advanced knowledge of the principles and practices of public administration and planning activities
- Advanced knowledge of community development policy and programs
- Skill in the use of Microsoft Office products (Word, Outlook, Excel, and PowerPoint)
- Skill in time management and work organization
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to design, conduct, analyze and interpret results of special studies and reports used to evaluate program effectiveness
- Ability to present information clearly, concisely and in an interesting manner to citizen groups, public officials and the public
- Ability to determine the economic and social problems of the Borough and how they relate to community development
- Ability to enforce complex regulations in a consistent and equitable manner
- Ability to communicate effectively orally and in writing

MINIMUM QUALIFICATIONS:

Bachelor's degree in planning, urban studies, public administration or related field; supplemented by five or more years' experience in local government planning related activities; or an equivalent combination of education, certification, training, and/or experience. Must possess or be able to obtain American Institute of Certified Planners (AICP) designation. Must possess a valid Pennsylvania Driver's License.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

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PREFERRED QUALIFICATIONS:

- Master's degree in planning, urban studies, public administration or a related field

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors

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The job description does not constitute an employment agreement between State College Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date