

State College Borough

Zoning Officer

Job Description



REPORTS TO: Planning Director
ROLE & LEVEL: T5

DEPARTMENT: Planning
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Zoning Officer is responsible for the interpretation and enforcement of the Borough's zoning ordinances. This position provides staff support to various Borough authorities, boards and commissions as needed. 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 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
- Observes and inspects the Borough for violations of the zoning ordinances (including sign regulations); ensures enforcement through various prescribed remedies when violations are noted
- Prepares for and attends meetings of various authorities, boards, commissions, and associations; makes public presentations as needed
- Processes all rental housing applications to determine occupancy and land use regulations
- Conducts construction and compliance inspections, pre-application site meetings, and random patrols for active violations
- Conducts investigations regarding zoning complaints; conducts interviews; photographs and researches suspected violations; prepares violation letters; files civil complaints with local courts; prepares appeal applications to the Zoning Hearing Board and state court
- Prepares legal advertisements as required by law for various meetings, hearings and ordinances
- Completes quarterly and annual reports and other written reports and documents as assigned
- Processes minor land development plans and prepares text amendment applications
- Responds to phone calls, e-mails, and walk-in clients to answer zoning questions

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- Prepares press releases to address education and local concerns
- Provides information and reports as required

Supervision:

- None

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of zoning laws, ordinances and the Municipal Planning Code
- Knowledge of general law enforcement procedures and practices
- Knowledge of architectural and engineering drawings and sketches
- Skill in the use of Microsoft Office products (Word, Outlook, Excel, and PowerPoint) and enterprise resource planning (ERP) software
- 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
- Ability to effectively testify in a courtroom setting

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 zoning related activities; or an equivalent combination of education, certification, training, and/or experience. 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). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for 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