

# WASHINGTON TOWNSHIP ZONING OFFICER

## Part Time, no benefits

### DEFINITION

Under direction, performs varied professional zoning & planning tasks involved with the detailed technical zoning reviews and approval of Land Development Plans/Proposals (LDP).

### EXAMPLES OF WORK

Primary responsibilities include reviewing and processing Zoning permit applications and being a guide during the process of dividing parcels (also known as a subdivision). About once every two years, LDP's are submitted for residential and commercial projects.

Administers and enforces the Township's Code and Zoning ordinances. Institutes civil enforcement proceedings as a means of enforcement as required.

Attends all public meetings of the Zoning Hearing Board and Planning Commission.

Analyses LDP's to determine compliance with pertinent state, county and municipal plans, laws, and regulations.

Makes presentations to the Planning Commission, Township Council and Zoning Hearing Board or others concerning land use proposals.

Accepts, distributes, manages, and coordinates all aspects of LDP process, including presenting to Planning Commission, Council, and when necessary, the Zoning Hearing.

Acts as liaison between Township entities (Council, Planning Commission, Zoning Hearing Board) and the applicants, developer or agent.

Communicates the Zoning Hearing Board's decisions to the applicants, developers, agents, and appropriate county planning agencies.

Maintains files for permits, LDP's, Planning Commission meetings and Zoning Hearing Board meetings.

Applies an understanding of the elements of transportation, utilities, resources, environment, parks, and land use planning in relation to an analysis of the conformity of the specific land use proposal to Township Code and regulations.

Solicits comments and recommendations from appropriate state, county, and township agencies and professionals regarding land use proposals within Washington Township.

Performs field inspections of land development proposals to visually assess existing conditions at and near the site in question to afford a comparison of the area with the land use proposal.

Coordinate with Manager to prepare and publish all required legal notices in connection with land use applications and Zoning Hearing Board appeals.

Recommends design changes so that land use proposals meet standards of the County and Township comprehensive plans and land use ordinances.

Makes oral and written presentations at public hearings and meetings to present the staff's view of land use matters.

When appropriate, makes recommendations for changes to local land use laws and plans.

Prepare reports in a clear, concise manner containing findings and recommendations regarding land use applications submitted to the Township.

### REQUIREMENTS

Education –High School diploma, or the equivalent.

Experience with Microsoft Office Suite (Word, Excel)

License - Appointee will be required to possess a valid drivers license.

Residence - Appointee will be required to reside within a five (5) mile radius of the Washington Township borders within 6 months of the successful completion of the special review period.

## **KNOWLEDGE AND ABILITIES**

Knowledge of problems involved in zoning and LDP work. Ability to analyze zoning and planning problems.

Knowledge of the theories, practices, concepts, and techniques of zoning and planning.

Ability to provide professional advice, guidance, and assistance to land developers and others interested in land use in Washington Township.

Ability to prepare technical correspondence in the course of official duties.

Ability to evaluate LDP plans, maps and proposals.

Ability to communicate with officials and groups relating to land use and other planning concerns.

Ability to organize assigned technical planning work and develop effective work methods.

Ability to learn to utilize various types of electronic and information systems used by the Township.

Persons with mental or physical disabilities are eligible if they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

## **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to walk, sit, stand, and climb. The employee is required to use hands to finger, handle, feel, or operate equipment. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to focus.

While performing the duties of this job, the employees may be required to walk on uneven or undeveloped land sites. Performing on-site inspections may expose employees to adverse weather conditions depending on the season of the year. Undeveloped job sites may expose the employee to noxious weeds such as poison ivy, poison oak, or poison sumac, and to insect bites and stings.

The employee will be using a telephone, computer, and other equipment used in an office setting. In addition, the employee will be required to operate a motor vehicle to visit land use and traffic study sites as required.

The position is assigned to a Tuesday, Wednesday and Thursday 18-hour work week. Typically, one additional evening meeting with the Planning Commission per month at 7:00 p.m. Additional hours may be necessary for office coverage.

## **SUPERVISORY RESPONSIBILITIES**

Reports to: Township Manager.

Supervises: None

Formal application, rating of education and experience, oral interviews, reference checks, and job-related tests may be used to evaluate a candidate's qualifications for this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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