LOWER ALLEN TOWNSHIP JOB DESCRIPTION

POSITION TITLE: ZONING AND CODES ADMINISTRATOR	**BAND:** SPECIALIST	**BBP CLASS:** 1
DEPARTMENT: COMMUNTIY & ECONOMIC DEVELOPMENT (CED)	**SUPERVISOR:** CED DIRECTOR	**ACCOUNTABILITY:** CED DIRECTOR
NAME:	**ISSUE DATE:**	**PAGES:** 2

POSITION SUMMARY:

The Zoning & Codes Administrator performs complex administrative, field, and enforcement work to ensure compliance with the Township Zoning Ordinance and related municipal ordinances (including noise, public nuisances, vector control, excavation and fill, and floodplain management). This role involves processing permit applications, leading property inspections, investigating code violations, and serving as the primary liaison to the Zoning Hearing Board (ZHB). Additionally, the administrator oversees the Township's Geographic Information Systems (GIS) program.

ESSENTIAL FUNCTIONS OF THE JOB:

Responsible for assuring compliance with the Lower Allen Township Zoning Ordinance and other related municipal ordinances.

Receives and responds to complaints pertaining to potential municipal code violations.

Inspects properties, investigates complaints, and enforces compliance with zoning regulations and municipal codes.

Prepares and pursues legal remedies, such as summary offenses or civil penalties as necessary.

Serves as the staff liaison to the ZHB. Prepares agendas, public notifications, and case files; provides expert staff testimony at public hearings; and delivers monthly decision reports to CED Director.

Serves as the official Floodplain Administrator, providing dedicated oversight, management, and regulatory compliance for all designated 100-year floodplain zones.

Oversees and maintains the Township's GIS mapping program. Generates, updates, and analyzes spatial data layers, zoning maps, and various other maps as needed by the Township.

Reviews and issues zoning permits.

Enters and updates permits, complaints, and enforcement actions within the municipal permitting database system.

Maintains a database of all nonconforming uses withing the Township.

Review and responds to zoning determination requests.

Explains zoning and other Township regulations to property owners, developers, real estate agents, and legal professionals.

OTHER FUNCTIONS:

Strives to obtain competency in accordance with employee evaluation measures.

Performs other related duties as assigned.

Assist customers at the CED counter.

Collaborate with other Township Departments to problem solve and improve service to residents.

Attend Planning Commission meetings as needed as back up to the CED Director.

QUALIFICATIONS:

Citizen or National of the United States, a lawful permanent resident alien, or an alien authorized to work in the United States.

Has the ability to sit or stand for extended periods, lift a minimum of 10 pounds, and operate a vehicle with a valid Pennsylvania driver's license.

Proven track record in administering and enforcing land-use regulations; high school diploma required, relevant post-secondary education or equivalent professional experience is preferred.

Current International Code Council (ICC) certification as a Zoning Officer and a Certified Floodplain Manager (CFM) designation, or ability to obtain both within one (1) year of appointment.

High proficiency with Microsoft 365 (Word, Excel, PowerPoint, Teams, SharePoint) and specialized database software. Advanced, practical experience managing and operating ArcGIS mapping infrastructure is required.

Superior written and verbal communication skills and ability to present objective, professional testimony in court settings.

Offer of employment is contingent upon the successful completion of a satisfactory: physical examination (full-time personnel only) and background investigation result (full/part time and temporary personnel).

END

I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Allen Township.

_____ _____

Employee Date

_____ _____

Supervisor Date