

SHENANGO TOWNSHIP

Zoning Officer Position

1000 Willowbrook Road, New Castle, PA 16101

Phone: 724-658-4460 Fax: 724-658-1255 Website: Shenangotownship.com

- I. Position Title: Zoning Officer
- | | |
|-----------------------|-------------------|
| <u>Revision Date:</u> | 11/17 |
| <u>EEO Category:</u> | Part Time |
| <u>Status:</u> | At Will/Appointed |
| <u>Department:</u> | Admin |

II. Summary Statement of Overall Purpose/Goal of Position:

The zoning officer is responsible for the interpretation and enforcement of the township's zoning ordinances, other township ordinances and negotiations. This position provides staff support to various township boards and commissions as needed. Position relies on advanced level experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

III. Essential Duties:

May perform any of the following duties, interaction with municipal engineers, solicitor, legal counsel, and Shenango township planning commission, Lawrence County planning commission board of supervisors, police and district magistrate. Attendance at board of supervisors meeting, attendance at Shenango township zoning hearing board, testify at district magistrate judge, testimony in court of common pleas. Ability to prepare and issue citations and civil enforcement procedures before the district magistrate and court of common pleas. Attend meetings and hearings scheduled for regular work hours and evenings. Ability to review subdivisions, building plans, easements, right of ways, permit applications included but not limited to zoning, sanitation, building, conditional use, special exception, variance and accessory use. Ability to review and interpret Shenango Township Zoning Ordinance. Review and update codes and ordinances. Ability to interpret Shenango Township fee schedule. Review, prepare, and post all advertisements.

IV. Marginal Duties:

- Perform other duties as assigned.

V. 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 individual with disabilities to perform the essential functions.

VI. Education/Experience:

- Associate's degree (a.a.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Experience in fields related to construction, planning and zoning.

VII. Language Skills:

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from

residents, engineers, attorneys, administrative staff, customers, regulatory agencies, or members of the business community. Ability to effectively present information to management, public groups, and/or boards of directors.

VIII. Mathematical Skills:

- Ability to add, subtract, multiply, and divide units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

IX. Reasoning Ability:

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

X. Computer Skills:

- To perform this job successfully, an individual should have knowledge of database software; internet software; inventory software; spreadsheet software and word processing software.

XI. Certificates, Licenses, and Registrations:

- Must possess and maintain current valid Pennsylvania driver's license. This position is subject to meeting township standards related to a criminal records checks (every three years) and a Pennsylvania child abuse history clearance.

XII. Physical Demands:

- 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 regularly required to talk or hear. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms and taste or smell. The employee is occasionally required to stand; walk and sit. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

XIII. Work Environment:

- 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.
- While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; extreme cold.