

## Job Description – Zoning Officer

<b>Job Title:</b>	Zoning Officer
<b>Division/Department:</b>	Zoning Department
<b>Immediate Supervisor:</b>	CKCOG Director
<b>Location of Job:</b>	Lewisburg, PA
<b>Work Schedule:</b>	Monday through Friday (7-hour workdays) (8:30 am to 12:00, and 1:00 to 4:30 pm)
<b>Pay Rate:</b>	Dependent on Qualifications

Central Keystone Council of Governments (CKCOG) is an inter-municipal agency. CKCOG was formed in 2003 with the original membership being 5 municipalities within Union County. Membership is now up to 48 municipalities which cover Lycoming, Northumberland, Montour, Perry, Snyder, and Union Counties. The services provided include Building, Property Maintenance, Rental, Fire Safety, Emergency Management, Zoning and Code Enforcement, Inspections and Administration. The COG's primary focus is to provide services to the member municipalities that would otherwise be very costly for each municipality to separately provide.

### Summary of duties and responsibilities:

The job of the Zoning Enforcement Officer is specialized technical work in the enforcement of zoning and other land use codes. Work involves providing zoning information, conducting field inspections for code compliance, issuing citations, referring to zoning maps and plots, researching property legal information and testifying at hearings relating to violations or citations. In addition, the officer is responsible for storm water management, special flood hazard areas and nuisance abatement.

### Primary duties and responsibilities:

Primary duties are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Answers inquiries from architects, attorneys, real estate personnel, building contractors and the general public regarding land usage, zoning codes and related ordinances.
- Reviews and approves or disapproves all Zoning Use Permits.
- Performs zoning permit inspections, based on approved plans, to ensure compliance with zoning codes and regulations.
- Performs land use and zoning inspections, as necessary, under the respective municipal zoning codes.
- Research and reviews legal descriptions, plat restrictions and property ownership information.

- Conduct field investigations to determine compliance of properties with the codes and issue notices of violation or citations for non-compliance.
- Testifies at hearings regarding notices of violation or citations issued to code violators.
- **Must be available** to attend monthly township/municipal meetings after normal business hours on a regular basis.
- Maintain official record of all business and activities, including complaints of violation(s) along with photographs of the violation and the action taken.
- Prepare and submit monthly reports to the municipal elected officials and the municipal planning commission.
- Advertise public hearings related to zoning use applications.
- Issue permits for special exception uses, conditional uses and/or variances only after applications for such uses and/or buildings have been approved in writing by either the Zoning Hearing Board, in the case of special exceptions and/or variances, or the elected body of the municipality, in the case of conditional uses.
- Other duties as assigned.

#### **Education:**

Advanced Degree or equivalent from a higher education institution or technical school in land use planning, architecture, or related field. Related job experience is a plus and will be considered as an alternate to a degree. Proficiency in drafting techniques including the use of GIS software and a working knowledge of standard surveying practice and note taking. Experience in field inspection of construction techniques and materials, a plus.

#### **Specialized skills and knowledge:**

- Knowledge of CKCOG municipal member zoning and land use regulations, rules, and procedures.
- Knowledge of the legal, administrative, and procedural regulations applicable to the section assigned.
- Knowledge of office practices and procedures.
- Knowledge of the geography of CKCOG coverage region.
- Knowledge of land measurement and legal descriptions.
- Ability to maintain regulatory records and to prepare and submit reports.
- Ability to meet the public and explain zoning and land use codes concisely, tactfully, and impartially.
- Ability to read and interpret site plans and specifications relating to land use, landscaping, and zoning code provisions.
- Ability to recognize deviations from code requirements and from established policies and procedures.
- Ability to maintain composure under stress.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Local Government Ethics and Conflict of Interest policies.
- Ability to establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, or political affiliation.
- Ability to read, analyze and interpret blueprints, maps, technical procedures, or governmental regulations.
- Ability to write reports and business correspondence.

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates, Licenses, Registration:**

None required at time of hire.

**Other requirements and physical demands:**

Possession of a valid Pennsylvania Driver's License

A PA State Police Background Check will be required prior to hire.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

**Benefits:**

Full Family Health Insurance (nominal cost to employee)

35-hour work week

Paid vacation and most holidays

Sick leave/short term disability

Life Insurance

Retirement w/Employer match

Company Car

Cell Phone (discounted rate)

Applicants must submit a cover letter and resume to the CK-COG. Attn: Terry Seyler, Office Manager (570) 522-1325

Resumes will be accepted at our office at 1610 Industrial Blvd., Suite 400A, Lewisburg, PA 17837 or mail or by email at [tseyler@ckcog.com](mailto:tseyler@ckcog.com) .