



## Job Description

Job Title: <b>Land Development Planner</b>		
Department: Community Development		
Position Reports To: Director of Community Development		
Job Grade:	FLSA Status: Exempt	Annual Salary: \$60K - \$100K

***Section I: Summary of the Position:***

Reporting to the Director of Community Development, the Land Development Planner is primarily responsible for administering the Subdivision and Land Development Ordinance (SALDO) and land development process in the Township. The Land Development Planner will play a critical role in ensuring that the Subdivision and Land Development Ordinance and Zoning Ordinance put the Comprehensive Plan and other Long-Range Planning documents into action, are consistent with each other and other ordinances, and accomplish the goals of the Township.

The Land Development Planner will coordinate, review, and process all Subdivision and Land Development applications, Conditional Use Applications, and Map and Text Amendments. This includes working with developers and other applicants to provide guidance throughout the process, responding to resident needs and resolving problems related to Township ordinances; and meeting with the Township Planning Commission and Zoning Hearing Board, as necessary, to present plans and recommendations.

This position is classified as an exempt/salaried position in accordance with the Fair Labor Standards Act (FLSA).

***Section II: Essential Duties and Responsibilities:***

**Essential duties:**

- Administer the Subdivision and Land Development Ordinance
  - Receive and facilitate the review of all applications and submissions related to any proposed subdivision, land development, and/or stormwater management plan for completeness.
  - Monitor plans for provisions that conflict with community development goals established by the Township Comprehensive Plan and Official Map.
  - Provide a written review and report of all applications received as to their compliance with the requirements of the related ordinances, and other applicable laws, rules, regulations, and standards.
  - Provide the applicant and other parties, if requested, with copies of items sent to the Planning Commission.

- Serve as the staff support to the Township Planning Commission
  - Prepare agendas, attend meetings, and write/review minutes.
  - Present applications, plans, and reports to the Planning Commission for review, comment, and recommendation
  - Follow up with all parties on review of plans and ensure exchange of relevant information.
- Administer the land development process
  - Coordinate among the various internal and external stakeholders participating in the process before plan submission, during the plan approval process, and after approval.
  - Track, report on, and maintain project time limits and extensions in accordance with the Pennsylvania Municipalities Planning Code, coordinate and track reviews from the Township Engineer, Zoning Officer, Staff, and any third-party consultants.
  - Interpret and apply state, county, and local laws, codes, ordinances, and regulations.
  - Conduct and manage the review of various development applications, including plans, permits, site plans, and rezoning proposals.
  - Write and present formal and technical reports, working papers, and correspondence; drafts, or assists in the creation of drafts, of a variety of ordinances and regulations relating to land development.

**Additional duties:**

- Implement the components of the Comprehensive Plan and Official Map through daily application of the Zoning Ordinance and Subdivision and Land Development Ordinance, ensuring standards outlined in the codes meet or further the Township's goals.
- Assist in the update of long-range planning documents, including the Township's Comprehensive Plan, and prepare ordinances and other regulations consistent with best planning practices and trends.
- Identify community problems, issues, and opportunities that could be mitigated or implemented through community planning.
- Provide input on and implement updates to municipal forms, educational materials, and other department documents and procedures to ensure clear and efficient delivery of department services to the public.
- Develop strategies to promote economic and community development or efficient land uses consistent with community goals set in the Comprehensive Plan.
- Schedule and attend meetings with developers as needed.
- Maintain relationships with State, County, and Local agencies.
- Stay informed of evolving standards and course requirements in the field of planning and zoning; attend workshops and necessary training to maintain certification; read professional literature and maintain professional affiliations.
- Work collaboratively with other Township departments and maintain a positive and respectful work environment.
- Perform other related duties as assigned.

***Section III: Knowledge/Qualifications:*** Qualifications are representative of the knowledge, skills and/or abilities required for the position.

- Thorough knowledge of the Pennsylvania Municipalities Planning Code.
- Ability to read and interpret subdivision and land development plans, contracts, maps, manuals, codes, and policies, including the Township Subdivision and Land Development Ordinance, Zoning Ordinance, and the First-Class Township Code.
- Thorough knowledge of Township ordinances and State laws dealing with sewage facilities, building and development.
- Knowledge of planning principles and practices and land development and construction processes.
- Knowledge of principles, methodology, practices of research, and data collection.
- Knowledge of community remediation and redevelopment, and relevant Federal programs.
- Strong communication skills and the ability to understand, follow and convey complex oral and written information.
- Strong analytical and problem-solving skills.

***Section IV: Education and Experience:***

- Bachelor's or higher in public administration, geography, urban/regional planning, engineering or a related field is required.
- A minimum of at least three (3) years of experience in planning is required.
- At least one (1) year of service in a municipal government is preferred.

***Section V: Certifications***

- A valid Pennsylvania Driver's License with an acceptable driving record.

***Section VI: 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, an employee is regularly required to talk and hear; use hands or fingers to handle and feel; and frequent use of the telephone and computer while communicating with internal and external customers; requires manual dexterity and visual acuity to operate personal computer or other standard office equipment, job site inspections and investigations.

Employees may sit for several hours each day but will also need mobility and the ability to stand and walk continuously for long periods of time. Employees may seldom lift, push, or pull up to 50-100 pounds.

***Section VI: Work Environment:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work area will encompass a wide variety of settings including administrative duties in an office setting; occasionally works outside, in poor weather conditions, in hazardous traffic areas, in and around structures that may be hazardous and/or unstable.

***Section VII: Equal Opportunity Employer:***

South Whitehall Township is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity or sexual orientation.