

EMPLOYMENT EXPERIENCE

List below all present and past employment. Begin with your present or most recent employer.

Employer	Telephone
Address	Employed from _____ to _____
Job Title and Primary Job Duties:	Salary or hourly rate
Reason for leaving:	Name of Supervisor
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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Address	Employed from _____ to _____
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The required resume may include additional employers.

Use this space to list or summarize any additional information necessary to describe your full qualifications for this position (For example: training, certifications, licenses and/or memberships).

PERSONAL REFERENCES

List three references who are not related to you.

	Name	Address	Position	Phone Number
1.	_____			
2.	_____			
3.	_____			

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all Offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense: includes felonies, misdemeanors, summary offenses and convictions resulting from a Plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a Magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? _____Yes _____No

Are you currently under charges for a criminal offense? _____Yes _____No

Have you ever forfeited bond or collateral in connection with a criminal offense? _____Yes _____No

Within the last ten years, have you been fired from any job for any reason? _____Yes _____No

Within the last ten years, have you quit a job after being notified that you would be fired? _____Yes _____No

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of Paper, including dates, and attach it to this application.

AGREEMENT

I hereby certify that the above information to the best of my knowledge is true, accurate and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the Borough of Bellefonte which reserves the right to accept or reject it. I further agree to observe all rules, regulations and policies of the Borough now in force and effect or as they may change during my employment, if I am employed by the Borough of Bellefonte.

Signature of Applicant

Date

I hereby authorize the Borough of Bellefonte to conduct work history, personal reference, or police record inquiries to determine my acceptability for employment.

Signature of Applicant

Date

**Return the completed application to the
Borough of Bellefonte
236 West Lamb Street
Bellefonte, PA 16823**

Telephone: 355-1501

Deadline for Submittal: OPEN UNTIL FILLED

BOROUGH OF BELLEFONTE

POSITION DESCRIPTION

POSITION TITLE: Zoning Officer/Planning Coordinator

DEPARTMENT: Administration

REPORTS TO: Borough Manager

FLSA STATUS: Non-Exempt

CLASSIFICATION: PART-TIME

DESCRIPTION OF WORK

General Statement of Duties: Performs professional work promoting, facilitating, and coordinating planning and zoning for the Borough; and performs related duties as required.

Supervision Received: Works under the general and technical direction of the Borough Manager.

TYPICAL DUTIES PERFORMED

- Reviews applications for variances, conditional use permits, subdivisions and zoning changes; prepares recommendations to the Planning Commission, the Borough Manager; and/or Borough Council consistent with the Borough Code.
- Coordinates assistance on planning and zoning issues with Borough Engineer, Building Code Inspector, etc.
- Reviews building permits, including review of site plans; issues building permits for new residential construction, remodels, additions, garages, and other miscellaneous items, and forwards requests to the Building Code Inspector.
- Initiates enforcement proceedings when code violations occur; prepares letters and/or contacts property owners by phone; refers to Borough Attorney if unresolved.
- Provides planning and technical support to the Borough Authorities as needed.
- Meets with property owners to resolve conflict with neighbors.
- Answers general questions regarding legal descriptions, floodplain information, zoning, census, and general community information.
- Works with commercial building inspectors regarding review of commercial/industrial buildings in relation to site plans after blueprints have been stamped.
- Reviews development plans for local zoning requirements with other staff members.
- Reviews and approve routine sign applications prior to HARB review and approval
- Maintains all necessary records for day-to-day activities and permanent file.
- Assists in developing long-range strategic plans.
- Coordinates all Planning Commission meetings as necessary; prepares agenda items pertaining to variance requests and prepares other information as requested by the Borough Manager or Planning Commission; and takes minutes for the Planning Commission.
- Assists the Borough Manager with projects and proposals.
- Assists with reviewing and updating the Borough's comprehensive plan.
- Assists the Water Authority, IDA on special projects and research as needed.
- Assists HARB and other interested groups with building design, signage, and historical preservation in the downtown area.

- Make recommendations to amend Zoning and or Planning Ordinances.
- Prepares a variety of correspondence, agendas, reports and updates.
- Prepares public hearing notices for local paper and prepares articles as directed.
- Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of planning and zoning
- Working knowledge of industrial, residential, and commercial property development.
- Working knowledge of the government processes and services, funding sources, and economic research methods.
- Considerable ability to communicate effectively and diplomatically both orally and in writing with state and federal agencies, private businesses, elected officials, community volunteers, potential developers, Borough staff, and the general public including formal presentations.
- Considerable ability to perform mathematical calculations, to analyze data, and to prepare reports.
- Considerable ability to represent the Borough and negotiate outcomes desirable to the Borough.
- Considerable ability to safely operate a motor vehicle to attend meetings, and visit properties.
- Ability to work in an environment with a moderate noise level.
- Considerable ability to operate various types of office equipment including a telephone, adding machine, calculator, copy machine and computer.
- Considerable ability to see to inspect properties and plans.
- Working ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

- Must possess a valid Pennsylvania drivers license or equivalent out of state license. Prefer 3-5 years experience in dealing with zoning issues.

Bellefonte Borough Job Description

Historic Preservation Administrator

JOB TITLE: Historical Architectural Review Board (HARB) Administrator

The HARB Administrator is a position that requires a highly motivated, energetic, creative and detail-oriented individual capable of exercising good judgment and who possesses relevant experience as it applies to the administration of an historic district ordinance. The administrator will be responsible to the Borough Manager.

This position is estimated to encompass approximately 5- 8 hours per week

REQUIREMENTS OF THE POSITION:

- Job Location: Work is performed indoors and outdoors, at numerous sites within the Borough, and some tasks may be required to be performed regardless of weather conditions. A workstation is provided in the Bellefonte Borough Municipal Building at 236 West Lamb Street, Bellefonte.
- Administrator meeting 36CFR61 regulations or the equivalent is a plus.
- Qualifications in architecture, history, or historic preservation with demonstrated experience in the rehabilitation of historic architecture a plus. Satisfaction of the Secretary of the Interior's Professional Qualification Standards for Architecture, Architectural History, or Historic Preservation is preferred.

Bachelor's degree OR three – five years relevant experience in historic preservation, history, or architecture.

ESSENTIAL FUNCTIONS:

- Provides guidance on a variety of preservation techniques and approaches.
- Conducts site visits as needed to assess project effect on historic properties.
- Communicates effectively, verbally and in writing, with the public, elected officials, department heads, and other employees of the borough.
 - Prepares meeting materials for distribution to HARB and Borough Council including HARB agenda, minutes, and preliminary review forms for all projects
 - Provides monthly reports to HARB and the Assistant Borough Manager on activities and accomplishments.
- Reviews routine sign applications prior to HARB review and approval
- Performs job responsibilities in a timely manner in order to meet weekly deadlines.
- Performs duties and special projects as assigned.
 - Develops the content and format for a training workshop for HARB members and municipal staff and presents all educational material using appropriate visual aids.
 - Facilitates the recognition of historic district property owners by arranging a local award program and prepares news releases for public distribution.
- In conjunction with the Assistant Borough Manager, coordinates historic preservation grant applications (e.g., façade grants).
- Available to work flexible hours as needed or necessary.
- Sits, stands, stoops, walks, and lifts.

Performs other duties as apparent or as delegated.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of the Secretary of Interior's *Standards for Rehabilitation*.
- Demonstrated knowledge of historic architectural period styles and their elements.
- Ability to read and interpret design and construction plans.
- Proficient with Microsoft Office including Word, Excel, Publisher, and PowerPoint.
- Possess a valid Pennsylvania driver's license or equivalent out of state license.

- Legal authorization to work in the United States of America.
- Works in a friendly and courteous manner.
- Maintains temperament and good judgment to effectively and diplomatically deal with the public.