

BOROUGH OF BELLEFONTE POSITION DESCRIPTION

POSITION TITLE: Zoning Officer/Planning and HARB Administrator
DEPARTMENT: Administration
REPORTS TO: Borough Manager
FLSA STATUS:
CLASSIFICATION: Part-Time

DESCRIPTION OF WORK

General Statement of Duties: Performs professional work promoting, facilitating, and coordinating planning, zoning, and HARB 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.
- Assists the Borough Manager and Assistant Borough Manager with projects and proposals.
- Assists with reviewing and updating the Borough's comprehensive plan.

- Assists HARB and other interested groups with building design, signage, and historical preservation in the downtown area.
- Provides technical and administrative assistance to property and business owners in the Bellefonte historic district, maintain an architecture and history webpage, compose and hold a information workshop for Real Estate personnel and design a bulletin for Realtors and potential historic district home-buyers in addition to fulfilling the requirements stipulated in the historic district ordinance.
- 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 and historic preservation.
- 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 driver's license or equivalent out of state license. Prefer experience in dealing with zoning issues and historic preservation.
- An Associate Degree from a business school, college or University, or an equivalent combination of experience and education preferred.