

EAST MANCHESTER TOWNSHIP ASSISTANT ZONING & CODE ENFORCEMENT OFFICER

Reports To: **Manager/Zoning Officer/Other**

Category: **Zoning & Codes**

Starting Wage: **\$20.00/hr Part-Time, No benefits, Flexible Schedule**

Township Business Hours: **Monday-Friday 8am-4pm**

Job Description

This employee administers and enforces the Township Ordinances and Codes reports to and corresponds with the Zoning Officer, Township Manager, and other Township Officials and appointed representatives. This individual will perform zoning and code inspections, citations, violation notices, snow enforcement, attend magisterial court for enforcement actions, and other duties as assigned from time to time. Responsibilities include, but not limited to, conducting themselves professionally, answering emails/phones, accepting payments, and providing customer assistance. As needed, responsibilities will include duties referencing the Zoning Officer Job description to occasionally assist the Zoning Officer. The scope of this position may widen to assist other staff members.

Qualifications

- Knowledge/ understanding of property management preferred.
- Must have the ability to work independently and as a team, be self-motivated, have attention to detail, the ability to organize and handle multiple activities are critical.
- Must be an impartial participant with good discretion and ethics.
- Experience with Microsoft Word and Excel is essential and being computer savvy.
- Higher education degree in either Criminal Justice, Law, Planning/Zoning, Civil Engineering, Construction Management or an equivalent combination of acceptable training and experience preferred.
- Have and maintain valid drivers license and record.

Duties

- Interpret, enforce, and apply Township Ordinances and Codes related to zoning, nuisance abatement, health, and safety issues.
- Investigate complaints and inspect Township for ordinance violations. This includes working in all types of weather

- Write violation notices, Cease and Desist letters, and citations.
- Attend District Magisterial Court when summoned.
- Coordinate applicable correspondence with necessary agencies and departments.
- Maintain records within the hard files and electronic files. This includes filing of documents, keeping the scanned system up-to-date, and maintaining the Permit Manager Program for violations.
- Receptionist and telephone responder when needed.
- Other activities as directed by the Township Manager, Zoning Officer, and from time to time other Township Officials and appointed representatives.
- Conduct good customer service as this position frequently interacts with the public.
- Serves as back-up and aid to the Open Records Officer
- Assist with administration of Planning Commission, Zoning Hearing Board, and Agricultural Security.
- Assist with maintaining records of contractors Certificate of Liabilities, occupancy, business registration and follow up of expired permits.