

JOB DESCRIPTION – CODES ADMINISTRATION/ ZONING ASSISTANT

CODES

- Assist customers with questions regarding provisions of the Zoning Ordinance, Subdivision and Land Development Ordinance and other ordinances regulated by the Codes Office.
- Assist applicants in completing all pertinent forms utilized within the office (building permits, zoning permit, Zoning Hearing Board applications, septic permit applications, etc.)
- Data entry, filing and distribution of all building, zoning and other issued permits. Scheduling of inspections for associated permits on the applicable permitting software.
- Creation and issuance of certificates of occupancy and maintaining accurate records of the same.
- Generation and distribution of monthly reports (Fire Hydrant and Street Light Tax; York County Tax Assessment, Board of Supervisors, Building Permit).
- Responsible for the general recordkeeping of correspondence associated with the Codes Office to include offsite storage files.
- Recordkeeping of Codes Administration staff time sheets and preparation of billable time reports as needed.

ZONING:

- Responsible for the processing, preparation, filing, advertisement, distribution and recordkeeping of all new and active Zoning Hearing Board cases. This includes providing copies of the hearing case files to the Zoning Hearing Board members.
- Responsible for the set-up of the meeting room for the Zoning Hearing Board and Planning Commission meeting.
- Responsible for attending and keeping minutes for the Planning Commission (monthly meeting).
- Conduct site inspections for violations, complaints or zoning permits when deemed necessary by the Codes Director.
- Upon review and approval by the Codes Director, the issuance of enforcement notices and orders to persons, firms or organizations deemed to be violating the regulations of the zoning ordinance.
- May serve as acting Zoning Officer in absence of Zoning Officer if duly appointed.

PLANNING:

- Responsible for the processing, filing, distribution, recordkeeping and eventual recoding of all new and active subdivision and land development plans. This includes providing copies of the new plan and all accessory reports to the Planning Commission members, Township Engineer, Highway Foreman, York County Planning Commission, Emergency Agencies (when required) and Codes Director.

- Responsible for the preparation of the agenda and meeting room setup for the Planning Commission workshop and Planning Commission meetings.
- Attendance is required at the monthly Planning Commission meeting as secretary for the Planning Commission. This also includes keeping record of the meeting as well as the preparation and distribution of the Planning Commission minutes.
- Responsible for the preparation, mailing and filing of correspondence noting the Board of Supervisors actions.

GENERAL

- Performs general secretarial duties associated with the department.
- Answers telephone calls and is responsible for retrieval and forwarding of any voice mail messages.
- Issuance of receipts and processing for all fees received.
- Ability to work independently and with direction.
- Must occasionally lift and/or move up to 25 pounds.
- Required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices.
- All other duties as directed by the Township Manager and Codes Administration Director.