



## ***Planning Coordinator (Full-Time)***

Upper Merion Township, located in King of Prussia, PA is looking for an experienced, organized, forward-thinking, and highly motivated ***Planning Coordinator*** who will report directly to the Director of Public Works. The ***Planning Coordinator*** position is responsible for all phases of municipal planning within the Township. This includes but is not limited to conducting policy research, analyzing long-range planning initiatives for community and economic development, and providing effective communication and courteous delivery of planning services to property owners, developers, and the general public. The ***Planning Coordinator*** will report to the Director of Public Works.

The ***Planning Coordinator*** will be responsible for (including, but not limited to):

- Administers the review of land development and subdivision applications and coordinates with the Township Engineer, planning consultants, planning commissions, other agencies and departments, and the Board of Supervisors.
- Maintains the Township's Geographic Information System (GIS), including the preparation of data, documentation, and maps and conducting field surveys using GPS.
- Monitors the establishment and collection of escrows, impact fees, planning-related fees, and tapping fees, as well as payments for consultant services.
- Prepares land development reports and subdivision reports for review by the Board of Supervisors, the Planning Commission, and the public.
- Consistently publishes the status of land development plans, subdivision plans, and planning initiatives on the Township website.
- Reviews ordinance and code requirements with developers, other agencies and departments, and the public.
- Conducts development and planning research for updating the Comprehensive Plan, land development ordinances, and zoning ordinances.
- Drafts and prepares code amendments, plan elements, and presentation materials for review by planning commissions, other agencies and departments, citizen boards, and the Board of Supervisors.
- Drafts, prepares and manages the Planning Division budget.
- Reviews and issues stormwater and highway occupancy permits and coordinates inspections as required.
- Serves as the staff liaison to, and attends the meetings of the Economic and Community Development Committee and the Planning Commission.
- Provides technical assistance related to development, planning, and zoning to developers, other agencies and departments, the public, and the Board of Supervisors.
- Drafts Right-to-Know request responses and compiles applicable documents related thereto.
- Performs other duties and responsibilities as assigned.

### **Minimum Education, Training, and Abilities Required:**

- Bachelor's Degree in Urban Planning, GIS, Architecture, or a planning-related field.
- AICP certification is required.
- ArcGIS proficiency is required.
- Minimum of four years of planning experience.
- Specializations in GIS, Land Use/Development Regulation, and/or Sustainability are preferred.
- A valid Pennsylvania Driver's License.

### **How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting [https://www.umtownship.org/?wpfb\\_dl=3158](https://www.umtownship.org/?wpfb_dl=3158) and submit the **full job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org). Applications will be accepted until the position is filled.