



## **PLANNING & COMMUNITY DEVELOPMENT OFFICER (FULL-TIME)**

Upper Merion Township, located in King of Prussia, PA, is looking for an innovative, organized, tech savvy, **PLANNING & COMMUNITY DEVELOPMENT OFFICER**. The **PLANNING & COMMUNITY DEVELOPMENT OFFICER** is a professional position in the Planning Division of the Public Works Department but also provides support to the Safety and Code Enforcement Department. This position is responsible for all phases of municipal planning within the Township. This entails conducting policy research, analyzing planning initiatives for community and economic development, and providing effective communication and courteous delivery of planning and zoning services to property owners, developers, and the general public.

The duties of the **PLANNING & COMMUNITY DEVELOPMENT OFFICER** include, but are not limited to:

- Administers the review of land development, subdivision and conditional use applications.
- Maintains the Township's Geographic Information System (GIS), including the preparation of data, documentation, and maps.
- Reviews escrows, impact fees, planning-related fees, and tapping fees, as well as payments for consultant services and department invoices.
- Conducts development and planning research for updating the Comprehensive Plan; land development, stormwater, and zoning ordinances; and other items as assigned.
- Assists the Township Solicitor in preparing 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.
- Serve as the staff liaison to and attend the meetings of the Planning Commission and the and Economic and Community Development Commission.
- Provides technical assistance related to development, planning, and zoning to developers, other agencies and departments, the public, and the Board of Supervisors.
- Attends meetings of the Board of Supervisors as needed.
- Excellent interpersonal skills to create and maintain productive working relationships with Staff, Township officials, consultants, contractors, customers and the public;
- Ability to provide technical assistance for the purpose of land use permit and applications, ability to read construction drawings and details.
- Ability to read and comprehend scientific and technical journals, reports, ordinances, laws, policies, maps, plans and other documents relating to essential tasks.
- Performs other duties and responsibilities as assigned by the Director of Public Works, Township Manager and/or Board of Supervisors.

### **Physical Characteristics:**

- This position operates in a professional office environment and requires the use of standard office equipment such as computers, filing cabinets, phones, photocopiers, etc.
- This position is largely a sedentary role, but requires the ability to handle packages up to 40 pounds, bend, crouch, stand, ascend/descend step ladders, etc.
- This position is occasionally subject to outdoor weather conditions and for site visits conducted inside and outside Upper Merion Township and requires the mobility to traverse natural terrain features.

### **Minimum Education, Experience, & Training Required/Preferred:**

- Bachelor's Degree in Urban Planning, Geography, GIS, Architecture/Engineering, Public Administration, or a planning-related field.
- AICP certification is preferred.
- ArcGIS proficiency is required.
- Minimum of four (4) years of planning experience. Two (2) years with a Master's Degree
- 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 submit: (1) A completed **job application** by visiting: <http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> ; (2) A **cover letter**; and (3) A **resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org).

**Equal Opportunity Employer**