

MANCHESTER TOWNSHIP

Job Title: Zoning/Planning Permit Clerical

Department: Zoning/Planning

Classification: Full-time (Non-Exempt)

Reports to: Zoning/Planning Officer

Job Summary:

Support Township operations by assisting the Zoning/Planning Department with the administrative responsibilities including data entry, records management, customer support; verifying completeness of permit applications, zoning hearing board applications and planning commission applications; compiling reports; meeting minutes and meeting advertisements; clerical duties and general office duties.

Reporting Relationship:

This position reports to the Zoning/Planning Officer. This position is supervised and evaluated by the Zoning/Planning Officer.

Essential Tasks:

1. Answering and directing phone calls, counter support and customer service responsibilities related to Zoning/Planning Department, as well as other Township functions.
2. Responsible for ensuring incoming applications for building permits, zoning permits, sewer permits, road occupancy permits, stormwater management permits and on-site septic permits are complete.
3. Data entry and finalizing permits.
4. Tracking permits to ensure they are completed on time and follow-up with applicants if they are not.
5. Provides historical reference by documenting information, maintaining files, maps, records etc. required to properly administer the permit/inspection activities of the various ordinances, codes, and regulations.
6. Organize Zoning Department by scanning, uploading, and indexing historic paper documents into CS Datum.
7. Attends meetings of Planning Commission and prepares minutes.
8. Attends other meetings when so directed by the Zoning/Planning Officer.
9. Prepares and submits reports as directed by the Zoning/Planning Officer.
10. Responsible for filing various land development documents with the York County Planning Commission and Recorder of Deeds.
11. Performs other clerical duties assigned by the Zoning/Planning Officer.
12. Keeps Zoning/Planning Staff informed by reviewing and analyzing reports: summarizing information: updates on development issues: and informing of critical incidents.
13. Maintains and develops professional knowledge by attending at least four education workshops annually, reviewing publications, and participating in professional societies as approved.

Additional Tasks: Contributes to team effort by performing other assigned duties as needed. Maintains cooperative relationship with the Manchester Township Staff by communicating necessary information, responding to requests, building rapport, and participating in problem solving methods.

Job Qualifications

Essential knowledge, skills, and abilities:

- High School Education or equivalent required.
- Knowledge of basic math skills and ability to make mathematical computation accurately.
- Knowledge of basic computer skills, including MS Office (Word and Excel).
- Ability to reason, solve practical problems and deal with a variety of concrete variables in situations where standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to research applicable codes and regulations and apply them to specific plans.
- Ability to analyze and review planning reports and maintain detailed files.
- Ability to prioritize, pay attention to detail, organize information, follow through on projects and meet deadlines.
- Ability to establish and maintain effective working relationships with staff, officials, engineers, contractors, and the public.
- Ability to understand and follow written instructions and communicate both orally and in writing.
- Ability to communicate effectively with the public.

Physical demands and Work Conditions:

- Office environment with the ability to perform all essential job functions mentally and physically.

Licenses, Certification or Registration:

- Possession of a valid Pennsylvania motor vehicle operator's license for the class of vehicles to be operated.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.

Manchester Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Manchester Township complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.