

## TOWNSHIP OF DERRY (HERSHEY PA) ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT

The Township of Derry, Hershey PA, is seeking a qualified individual for the position of Assistant Director of Community Development. The successful applicant will work with the department director on professional planning, zoning, building permit and code compliance duties in the Township and administering the land use ordinances, and other regulations within the Department's responsibility. The position will require evening attendance at public meetings of Township boards, commissions and other interest groups. A bachelor's degree in Planning/Urban Regional Studies or a closely related field and a minimum of 2 years professional experience in local government planning or a related field and the ability to operate ESRI ArcGIS products is required. AICP accreditation is preferred, or the ability to obtain the accreditation within one year of employment. Good public relations skills are a must. The Township offers an attractive salary and benefits package. The Township intends to fill this position as soon as possible. It will remain open until filled. Send a cover letter, résumé, and salary requirements to Township of Derry Municipal Complex, Department of Community Development, 600 Clearwater Rd., Hershey, PA 17033 or email to Charles Emerick, Director of Community Development at [chuckemerick@derrytownship.org](mailto:chuckemerick@derrytownship.org)

The Township of Derry is an Equal Opportunity Employer.

## **ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT** **Position Description**

### **GENERAL PURPOSE**

The Assistant Director of Community Development serves as the assistant department head and acts in the absence of the Director of Community Development as required. The Assistant Director assists in the administration and direction of the functions of the Community Development Department by performing general code enforcement activities and by administering the Derry Township building codes, Zoning Ordinance, Subdivision and Land Development Ordinance, Downtown Core Design Standards, Pennsylvania Sewage Facilities Act, and other regulations and ordinances administered by the Department. Maintains and operates the Township GIS files and software. The Assistant Director also serves as the assistant Zoning Officer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

#### **Planning Activities**

Assists in the review of planning submissions and makes recommendations to the Planning Commission and Board of Supervisors relevant to land development plans, subdivision plans, Conditional Use applications, Comprehensive Plan updates, amendments to the Zoning Ordinance, and amendments to the Subdivision and Land Development Ordinance. Assists with updates to the Township Comprehensive Plan, Official Map, and Code of Ordinances and may be involved in boards, committees, and groups promoting the planning activities of the Township. Serves as liaison between the Department of Community Development and Downtown Core Design Board.

#### **Zoning Activities**

Reviews proposed projects for compliance with the Zoning Ordinance. This includes the review of applications for zoning permits and completion of inspections for compliance with approved permits. Investigates and monitors violations of the Zoning Ordinance. Provides consultations with the public regarding questions relative to the Zoning Ordinance.

#### **Building Codes and Permits**

Reviews all applications for building, demolition, and sign permits for consistency with the Township Zoning Ordinance, Zoning Hearing Board decisions, the

Township Stormwater Management Ordinance, and conditions of Land Development Plan approvals. Provides consultations with the public regarding questions relative to the building permits.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Graduation from an accredited four-year college or university with a bachelor's degree in community and regional planning, public or business administration, government, geography, or a closely related field and, at least two years of experience with either local government planning, zoning administration, a county planning agency, or planning consulting work or any comparable combination of education and/or experience will be considered.

### **Desirable Education and Experience:**

Master's degree from an accredited institution in a planning, public or business administration, government, or closely related field. American Institute of Certified Planners (AICP) certification, or ability to obtain one within one year of employment. Prior experience with the PA Uniform Construction Code and certification as a Building Code Official, or ability to obtain the certification within one year of employment. Prior experience with operation of ESRI ArcGIS products.

### **Required Knowledge, Skills, and Abilities:**

Must possess executive and administrative abilities, with demonstrated knowledge of best practices with respect to the duties of the office as herein outlined and in employee supervision and management. Knowledgeable in the PA Municipalities Planning Code and Second Class Township Code. Must have intermediate to advanced knowledge and skills in Microsoft Office products and other commonly used computer programs.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in an office setting. Some outdoor work is required in the inspection of various land use developments and construction sites, posting of properties, enforcement activities, and similar activities. Hand-eye coordination is necessary to operate computers and various pieces of equipment. While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and

arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl, talk, and hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions or risk of electrical shock. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.