POSITION: Assistant Director of Planning– 40 hours per week
Management (Exempt) Position

SALARY: Salary Commensurate with Experience and Qualifications
(Salary is negotiable $100,000 - $105,000 Range)

SUMMARY:

This is a highly responsible supervisory and administrative position involving planning, land development, zoning, economic development and community development. The Assistant Director of Planning assists the Director of Building and Planning with staff supervision, coordination with other departments, and with meetings/presentations with developers, the public, Township Advisory Boards and the Board of Commissioners.

Work involves responsibility for coordinating Planning, Economic Development and Community Development staff in day to day land development review, long range planning and special projects and also assisting with departmental budgeting and personnel supervision. Work also involves attending evening meetings with Township Advisory Boards and community groups.

This position also provides assistance to the Director of Building and Planning in the development and implementation of policies, programs, practices and procedures required to lead and manage the Building and Planning Department.

SUPERVISION RECEIVED:

Works under the direction of the Director of Building and Planning.

ESSENTIAL FUNCTIONS:

Assists the Director in planning and directing all activities of the Planning, Economic Development and Community Development divisions of the Building and Planning Department. Provides daily oversight of approximately ten Planning, Economic Development, Community Development and administrative staff by coordinating activities among planning divisions and with other departments and agencies. Acts for the Director of Building and Planning in his or her absence, or as assigned.
Oversees the processing, review and eventual recommendation of approval or denial of land development and subdivision applications, in accordance with Township Codes.

Researches, prepares, recommends and presents changes to Township Codes involving land development or land use.

Serves as staff liaison to the Planning Commission and attends various advisory committee meetings. Oversees the preparation of agendas for meetings and conducts research on issues voiced before these bodies. Coordinates preparation of legal advertisements for public hearings.

Interprets Township codes and participates in meetings with developers, attorneys, property owners and citizens to explain applicable codes, requirements and procedures.

Supervises Community Development Technician with administration of Community Development Block Grant (CBDG) Program and Township’s affordability initiatives.

Supervises Economic Development Specialist with outreach to local business improvement organizations and with grant research and preparation.

Assists with the preparation of the department's budget and in controlling expenditures within fund allocations.

Provides project management service for projects undertaken by private consultants to ensure compliance with municipal contracts.

Assists Director of Building and Planning and Assistant Director of Building with administering union contract provisions relating to the Building and Planning Department. Issues oral and written warnings and recommends higher level discipline. Interviews job candidates and recommends selection. Reviews employee performance evaluations and reclassification requests and makes recommendations.

Assures safe work practices.

Responds to citizen groups or individuals through conferences, correspondence, electronic communication or telephone to resolve problems and supply information.

Prepares reports, letters or memos as requested by the Township Manager’s Office or Director of Building and Planning’s Office.

Assists in preparing agendas, reports and presentations for the Building and Planning Committee and Board of Commissioners and attends meetings, some of which are held in the evening, as assigned.

Assists in the development and updating of the Township’s Comprehensive Plan.
Oversees the implementation, maintenance and updating of Township Geographic Information System (GIS). Maintains and analyzes demographic statistics.

Keeps informed about the latest planning, economic development and community development sector developments and industry best practices through reading and by attending related conferences and seminars.

Performs related work as required.

QUALIFICATIONS:

A Bachelors’ Degree in City and Regional Planning, Public Administration or related degree from a recognized college or university, plus eight to ten years of progressively responsible planning administration experience including at least four years in a supervisory capacity, or an equivalent combination of education and qualifying experience. A Master’s Degree in City and Regional Planning, Public Administration or related discipline preferred.

Substantial knowledge of functions, services and established principals of municipal planning and municipal government.

Ability to read and interpret engineered land development drawings and schematics projects such as, but not limited to, site plans, building and lighting schematics, landscape plans, storm water and erosion plans, street design and layout.

Strong verbal, written, analytical, communication and presentation skills.

Thorough ability to establish and maintain effective working relationships with management, supervisors, associates, subordinates, union representatives, contractors, elected officials and the public.

Ability to plan, develop and assist in the implementation of programs for the department.

Skilled with Microsoft Office Word, ArcGIS, Excel, Access, Power Point and Outlook software.

Considerable ability to administer policies and procedures and to perform planning, scheduling, budgeting, decision making and report development and writing.

Good knowledge of the Pennsylvania Municipalities Planning Code.

Ability to analyze, prioritize, organize and problem solve.

Demonstrated ability to supervise the activities of employees, lead people and get results through others.

Must have a valid class C driver's license.
PHYSICAL REQUIREMENTS:

Ability to sit for a minimum of 1 up to 8 hours, stand for a minimum of 2 up to 4 hours and walk and drive for a minimum of 1 up to 2 hours per workday.

Ability to bend/stoop, squat, reach above shoulder level, crouch, kneel, lift and push/pull in performance of job functions for up to 35% of the workday.

Ability to lift and carry up to 24 pounds of tools, equipment and materials for up to 68% of the workday.

Ability to drive an automobile.

Ability to use both hands for simple grasping and fine manipulation of tools, objects and equipment.

Ability to work using safety precautions around moving machinery, including construction equipment.

Ability to work in all types of weather and temperatures.

Ability to work using safety precautions where challenging environmental conditions and loud noise may be present.

SELECTION:

Based on merit, experience, training, education, writing samples, test scores and pre-employment background checks.

HOW TO APPLY:  
Submit cover letter, resume and application to:

Department of Human Resources  
Township of Lower Merion, Second Floor  
75 E. Lancaster Avenue  
Ardmore, PA  19003

or

humanresources@lowermerion.org