



MILLVALE BOROUGH JOB DESCRIPTION

TITLE: Zoning and Development Director

REPORTS TO: Borough Manager, Borough Council

FLSA STATUS: Exempt

DATE: March 2024

POSITION SUMMARY:

Under general direction, provides administrative, supervision, and technical work regarding the Borough's current and long-range zoning and development programs, specifically related to the development and implementation of land use and related municipal plans and policies.

DUTIES AND RESPONSIBILITIES:

The duties described below indicate what the Zoning and Development Director may be asked to perform. Other duties may be assigned.

ESSENTIAL FUNCTIONS OF JOB:

Serves as the Borough Zoning Officer and works in conjunction with Borough Codes Officer.

Provides support to the Borough Planning Commission, including attending meetings (when held), aid in developing meeting agendas, and specific assistance when asked by Commission.

Provides support to the Borough Zoning Hearing Board (ZHB), including attending meetings, developing meeting agendas, and acting as a liaison ZHB attorney and board.

Prepares monthly development updates (to include a list of community development projects, significant Borough code issues, and information on National and Commonwealth Zoning and Planning Code revisions).

Supervises the development and implementation of growth management, land use, economic development, utility, housing, transportation, park and open space, facilities, or other plans and codes to meet the Borough's needs and any inter-governmental agreements or requirements.

Develop development/redevelopment strategies for the Borough of Millvale.

Supervises the evaluation of land use proposals for conformity to established plans and ordinances.

Seek, write & administer grants and other funding opportunities for development, planning, and facilities.

Conduct general or applied research for economic data to support development and planning.

Ensures the maintenance of accurate and complete records of department activities and records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.

Evaluate environmental information (including Floodplain) and recommend mitigation measures to reduce adverse development impacts.

Establish and maintain effective working relationships with commercial developers and realtors to promote business investment in the Borough.

Establish and maintain effective working relationships with residential developers and realtors to promote residential investment in the Borough.

Responds to local citizens inquiring about city planning and zoning regulations and ordinances; resolves complex disputes between Borough and applicants, as required.

Provide technical assistance to Borough staff and community groups.

Attend Council workshop meetings monthly, make presentations and attend other meetings as required.

Meets with other governments, professional associations, citizen groups, and taxpayers.

Coordinate the effort to create a sustainability vision for the residents and businesses of Millvale with the Millvale Sustainability Coordinator. Work with all interested parties to further sustainability.
Represent the Borough at Sustainability and Eco District functions.

Ensure all development understands and conforms to the established Borough Comprehensive Plan and Eco District Plan.

The Zoning and Development Director is in direct support of the Borough Manager and shall provide staff support and supervision at the direction of the Borough Manager.

OTHER FUNCTIONS:

Maintains records and files for assigned areas.

Performs other related duties as assigned.

QUALIFICATIONS:

Minimum - high school diploma, Preferred 2/4 year degree.

Three years experience in a direct or related field.

Ability to work, read and interpret graphics, statistics, technical drawings, blueprints, and codes.

Ability to plan and organize work effectively and work independently.

Ability to communicate effectively and professionally in English, both verbally and in writing.

Must have strong computer skills in various administrative and analytical software programs.

Possesses a valid Pennsylvania Motor Vehicle Operator's License.

Has the ability to sit or stand for extended periods.

Ability to maintain a working relationship with persons from all levels of the Borough.

Ability to establish and maintain effective working relations with associates, vendors, other government officials, professional and citizen groups, unions, and the general public.