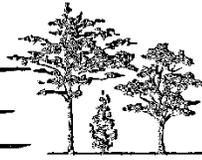


BOROUGH OF

SELINGROVE



ONE NORTH HIGH STREET · SELINGROVE, PENNSYLVANIA 17870 · PHONE (570) 374-2311

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## ZONING, FLOODPLAIN, AND SPECIAL PROJECTS COORDINATOR

(last revised 01/28/2021)

### OVERALL RESPONSIBILITY

Multifaceted position responsible for a variety of Borough related functions including maintaining, developing and coordinating special projects for the Borough, assistance in the administration of Borough Ordinances including, but not limited to the Zoning Ordinance, Subdivision and Land Development Ordinance (SALDO), compliance oversight of the Borough's Floodplain, code enforcement coordination, implementing policy directives, and assisting with grant initiatives.

The position involves regular contact with the public and staff and frequent exposure to confidential information. It requires familiarization with the Borough of Selingsgrove the community, and the surrounding region. Position strives for the success of the Selingsgrove Borough and the services it provides. Individual works directly with the Borough Manager to conduct Borough business in line with the Borough's goals and objectives. Individual has direct contact with code related boards, commissions, and external organizations with regard to any prior, current or future endeavors as assigned by the Borough Manager. Individual must continually exercise initiative and independent judgment in the performance of the daily job tasks.

Responsible to the Borough Manager by whom work assignments are issued. Works independently to meet essential deadlines concerning meetings and special projects. Responsible for ensuring the accuracy of written reports and providing accurate information to those requesting it.

### **Code Enforcement, Zoning Matters**

This employee shall work in conjunction with the Borough Manager and serve as the Deputy Zoning Officer, in the enforcement of the Borough's Zoning Code. The specific duties for which this employee shall be involved on a regular and consistent basis shall include the following:

1. Zoning Permits: deal directly with citizens to provide an understanding of the applicable requirements of the Zoning Ordinance and in the completion and submission of a Zoning Permit application; receive permit applications and review to determine whether proposed use, lot and/or structure conforms with Zoning Code requirements and other applicable codes; approve or disapprove application noting reason for disapproval; issue letters of non-compliance noting applicable ordinance sections, complete and sign permit; compute rate fee according to schedule of rates and collect fee; forward fee to Treasurer for recording and deposit.

2. Zoning Hearing Board (ZHB): Explain to applicant verbally and/or by letter why a request or application was disapproved, the applicant's right to appeal the decision and/or to request a variance, and the procedure to be followed to do so; receive appeal/variance requests and schedule hearings with ZHB; inform applicant and, if applicable, adjacent property owners and/or potentially affected parties by letter of reason for hearing and the date and time; advertise hearing in accordance with Pennsylvania Municipal Planning Code, distribute public notices, post property, serve as the secretary for the ZHB, prepare an agenda for and attend hearings and explain to ZHB why an application was disapproved and the applicable issues involved; keep a copy of all materials relative to the hearing; prepare minutes on each

hearing and submit to ZHB for subsequent approval; in conjunction with the Solicitor for the ZHB, complete the signing and distribution of all ZHB decisions.

3. Inspect new development sites: note potential failures to obtain a required Zoning Permit and inform property owner of such failure; coordinate with third-party building code inspectors, inspect property before occupancy and if approved issue certificate of occupancy under the Zoning Ordinance.

4. Review and inspect proposed additions, renovations, repairs (particularly in flood plain areas), demolitions of existing developed sites and makes special inspections: Upon request or complaint, inspect existing uses, lots and/or structures or perform special inspections; inform owner of violation by letter; conduct follow-up inspections.

5. File complaints with District Magistrate: Compile evidence of code violations such as photographs and inspection records; attend hearing and presents evidence.

6. Recommend, research and draft Borough Code revisions/updates, as may be required.

7. Maintains files and records of code enforcement activities.

8. Performs related work as required.

### **Code Enforcement, Non-Zoning Matters**

This employee shall work in conjunction with the Borough Code Officer or designated third party Code Enforcement consultant, as requested, in the enforcement of the Borough's Property Maintenance Code, Rental Unit Occupancy Regulations, and other Ordinances including those regulating public sanitation, grass and weed growth, snow and ice removal from public walkways, and abandoned vehicles.

1. Administration of Subdivision and Land Development Regulations for the Selinsgrove Borough Planning Commission (SBPC): Explain to an applicant verbally and/or by letter the procedures for the submission of an application for subdivision or land development approval or a request for a conditional use hearing or a waiver pertaining to a provision of the subdivision and land development regulations, the applicant's right to appeal the decision and/or to request a waiver, and the procedure to be followed to do so; receive requests and schedule review by the SBPC; inform applicant and, if applicable, adjacent property owners and/or potentially affected parties by letter of the date and time for a review; serve as the secretary for the SBPC; prepare an agenda for and attend SBPC meetings and explain application and the applicable issues involved; keep a copy of all materials relative to the meetings of the SBPC; prepare minutes on each meeting and submit to SBPC for subsequent approval; in conjunction with the Solicitor for the SBPC complete the distribution of all SBPC decisions.

2. Administration of Property Maintenance Code and Rental Unit Occupancy Regulations: deal directly with citizens on issues related to the Property Maintenance Code and the submission of the Rental Unit registration/licensing applications and explain proper way to complete forms; receive applications and review for conformance with code; approve or disapprove application, noting reason for disapproval; complete and sign application and permit; update Borough's database; compute rate fee according to schedule rates and collect fee; forward fee to Treasurer for recording and deposit.

3. Appeals Board: Explain to applicant verbally and/or by letter why a request or application was disapproved, the applicant's right to appeal the decision, and the procedure to be followed to do so; receive appeal requests and schedule hearings; inform applicant and, if applicable, other potentially affected parties by letter of reason for hearing and the date and time; prepare an agenda for and attend hearings and explain why application was disapproved and the applicable issues involved; keep a copy of all materials relative to the hearing; prepare minutes on each hearing; in conjunction with the Solicitor for the Appeals Board, complete the signing and distribution of all decisions.

4. Maintain Borough's records pertaining to rental unit registration/licensing: note potential failures to obtain a required license and inform owner of such failure; update Borough's database, as needed; prepare and distribute annual registration/license renewal notices and forms.
5. Make special inspections: Upon request or complaint, inspect existing buildings or perform special inspections under the Borough Property Maintenance Code, Rental Unit Occupancy Regulations or other related ordinances, for such things as improper maintenance, weeds/grass maintenance, snow/ice removal for public sidewalks, sanitation violations, and other unsafe or unhealthy conditions; inform owner of violation by letter; conduct follow-up inspections.
6. File complaints with District Magistrate: Compile evidence of code violations such as photographs and inspection records; attends hearing and presents evidence.
7. Recommend, research and draft Borough Code revisions/updates, as may be required.
8. Maintain files and records of code enforcement activities including issuing door hangars, takes photos of code violations as needed, and keep record of property maintenance violations to give to the third-party Code Enforcement consultant to pursue.
9. Performs related work as required.

**Floodplain Regulations Oversight: Flood Insurance Rate Insurance Program, Community Rating System Coordinator, Special Flood Hazard Mitigation Coordinator, and Floodplain Task Force Coordinator**

1. Prepare and submit annual reports on the Borough's compliance with the requirements of the Flood Insurance Program and the Flood Hazard Mitigation Plan.
2. Maintain the Borough's records on zoning permits issued/denied, inquiries concerning Flood Plain regulations, routine and special inspections of streams and other areas prone to flooding, etc.
3. Develop and implement floodplain mitigation and preventions and education Activities corresponding with the Community Rating System user manual.
4. Prepare for the CRS Community Assistance Visitation meeting with ISO representative.
5. Certified Floodplain Manager certification is preferred upon hire, but ability to obtain Certified Floodplain Manager training is required within one year upon hire.

**Recycling Program Coordinator**

1. Maintain all records pertaining to the Recycling Program.
2. Prepare and submit all required information to appropriate State agencies pertaining to the Recycling Program.
3. Prepare and submit all grant applications pertaining to the Recycling Program.
4. Recommend changes to the program, as required, or as deemed necessary for the efficient and economical operation of the program.

**Municipal Accounting and Utility Billing Assistance**

1. Assist Borough Treasurer, as needed, in the processing of all receipts and disbursements, in the posting of such receipts and disbursements to the appropriate budgetary funds and accounts, reconcile all checking and savings accounts.

2. Receive payments of monies due to the Borough, prepare appropriate invoice and receipt, account for monies collected and of monies deposited, if so directed to make deposits.

#### **Additional Grant Coordination Assistance**

1. Assists Borough Manager as assigned with grant administration. Responsibility includes locating/identifying grant opportunities, applying for grants, maintaining compliance of grants, and completing grant closeout/reporting requirements as assigned. Work with Community Development Block Grant program, DCNR grants, FEMA/PEMA HMGP, DEP, and PennDOT Grants, Appalachian Regional Commission grants, and other grant opportunities as they arise.

#### **Additional Tasks as Assigned**

1. Attend continuing education courses and professional events as required.
2. Attend Council, committee, board, and commission meetings, as well as outside organization meetings as required by the Borough Manager.
3. Prepare project-related news releases as assigned by the Borough Manager.
4. Work with Borough office staff regarding updating the Borough website and preparing the Borough newsletter.
6. Perform other duties that may be required and that may be necessitated by emergency situations.
7. Complete other duties as assigned.

#### MANUAL SKILL

This employee must be computer literate and be able to use and manipulate data and information in commonly used word processing, spreadsheet, email, internet access, and geographic information system (GIS) programs.

#### SPECIAL SKILLS

Accurate mathematical and reading skills. Understanding a variety of computer programs and being able to communicate with computer consultants to keep the programs running efficiently. Expertise in Microsoft Office software. Must be able to operate office equipment, including, but not limited to typewriter, computer, fax, copier, and radio. Strong attention to detail. Must keep accurate, detailed records and have a high level of accuracy with regards to data input. Must possess tact, patience, and a pleasant disposition in handling public relations. Must be a competent public speaker.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Some degree of creativity is required in recommending code revisions, organization is required in preparing for and conducting meetings, planning is required in scheduling and organizing work and sound judgment is required in deciding how code violations will be processed.

Employee must be able to read plans and calculate all bulk and area parameters of a proposed project and be able to compare it to Zoning Ordinance requirements. Employee must be able to identify potentially unsafe or unhealthy conditions and code violations. Ability to read, interpret and enforce statutes, ordinances and regulations firmly, tactfully and impartially is critical. Must be knowledgeable of building construction materials, methods, and familiar with professional building code standards.

Certified Floodplain Manager (CFM) certification is preferred upon hire, but ability to obtain Certified

Floodplain Manager training is required within one year upon hire.

#### SUPERVISION RECEIVED/EXERCISED

Employee receives minimal direct supervision from the Borough Manager in the enforcement of the Borough Codes except in tasks related to Zoning in which case the employee shall review all enforcement actions with the Borough Manager and may receive specific instructions from the Borough Manager. Employee oversees the activities of the Public Works Department employee assigned primary responsibility for the operation of the Borough's recycling activities. Employee has no other supervisory responsibilities.

#### LICENSE

Possession of a valid Pennsylvania Driver's License shall be required.

#### PHYSICAL DEMAND/WORK ENVIRONMENT

Employee's work requires little physically strenuous activity, although many aspects of the work are mentally strenuous. The employee must routinely lift up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Work environment is varied from general office environment to regular work outside. In addition, the employee will be required to attend project meetings and job site meetings at locations outside the office. While performing the duties of this job, the employee could work outside in all weather conditions. The noise level of the outside work environment could be loud.

#### HUMAN RELATIONS

Employee is in regular contact with the public, other employees and other agencies. Employee must be able to deal courteously, tactfully, and firmly with the public. Considerable tact is required when investigating and discussing code violations or failures to obtain required approvals and/or permits.

#### MINIMUM EDUCATION AND EXPERIENCE

High School Diploma required. Three years of code enforcement experience similar or identical in nature to the position described herein is preferred. Consideration will also be given to any equivalent combination of post-secondary education and experience.