

## **BOROUGH OF CARLISLE EMPLOYMENT OPPORTUNITY**

---

*The Borough of Carlisle is dedicated to providing a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity or gender expression.*

We're looking for a detail-oriented individual with excellent organizational skills to provide exceptional customer service as a planning and zoning professional.

### **EXCELLENT BENEFITS FOR FULL-TIME EMPLOYEES**

**Insurance Coverage Starts Day 1 of Employment**

**Public Service Loan Forgiveness Qualifying Employer**

Medical, dental, and vision insurance

Life and disability insurance

Professional development and training

Tuition Reimbursement

Retirement plans

Employee assistance program

Paid leave and holidays

**POSITION**

Assistant Planner and Assistant Zoning Officer

**DEPARTMENT**

Sustainable Community & Economic Planning (SCEP)

**REPORTS TO**

Director of SCEP

**FLSA STATUS**

Non-Exempt, Full-time

**PAY RATE**

\$23.88 – \$30.72/hour, dependent on experience

**SCHEDULE**

Monday through Friday, 7:30 am to 4:30 pm

**POSITION SUMMARY:** This professional position interprets and enforces the Borough's land use codes in consultation with the Director of Sustainable Community & Economic Planning (Zoning Officer).

The Assistant Planner provides exceptional customer service and is expected to uphold the public interest and work collaboratively with management, staff, and residents to advance Carlisle's vision and reputation as a progressive, inclusive, and responsive government.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** The essential functions may include the customary duties and responsibilities noted herein, however, the information below is not an exhaustive list of duties and instead serves as a representative sample of the expectations of the position.

1. Interprets and applies the Code of the Borough of Carlisle under the purview of the Zoning Officer.
2. Initiates actions necessary to correct deficiencies or violations of regulations. Examples include contacting alleged violators, requesting zoning permits, removing unauthorized signs in public rights-of-way, issuing formal notices and citations for activities in the mapped floodplain.
3. Assists with updates and maintenance of adopted land use policies and codes such as the comprehensive plan, floodplain ordinance, and zoning ordinance.
4. Conducts review and recommends conditions of approval for various development applications including plats, permits, site plans, variance requests and re-zonings.
5. Conducts extensive research in specific or general project areas as delegated by the Director. Examples may include documenting the planning context for neighborhood densification and zoning reform strategies; community surveys to support comprehensive planning, placemaking, and climate action plan implementation; evaluating natural areas and wildlife habitat maps for conservation; or historical society records research for historic preservation.
6. Writes and presents formal and technical reports, working papers, and correspondence such as zoning officer determinations, violation notices, subdivision and land development review memoranda, and inspection reports.
7. Writes, or assists in writing, a variety of ordinances and regulations relating to land use activities.
8. Attends 1-3 evening meetings per month such as the Planning Commission, Zoning Hearing Board, and the Historic Architecture Review Board (HARB) public meetings.
9. Performs related work and assists other departments as assigned.

**MINIMUM REQUIREMENTS AND QUALIFYING CRITERIA:** An equivalent combination of credentials and experience to sufficiently perform the duties of the position may be considered:

- Associate degree in a related field such as urban studies, planning, public administration, real estate, economics, etc.
- Two (2) years of planning or zoning inspection experience in Pennsylvania or Certified Zoning Officer (CZO) credential may substitute education requirement.
- Valid Pennsylvania driver's license.

**KNOWLEDGE/SKILLS/QUALITIES:** The ideal candidate should possess the following:

- Knowledge of legal aspects of zoning and inspection, administrative aspects of zoning inspection, zoning plan review, sign regulations, subdivision, and land development review.
- Knowledge of the PA Municipalities Planning Code.
- Knowledge of computer programs and applications, including Microsoft Office (word, excel, powerpoint), database management programs, and GIS applications such as ESRI products or other interactive map applications.
- Effective writing skills.
- Ability to follow oral and written instructions accurately and carefully.
- Ability to present a positive image and attitude on a daily basis.
- Desire and ability to learn new skills.
- Ability to establish and maintain effective working relationships with residents, contractors, and fellow employees.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:** The physical demands described below are representative of those required for the position.

- Work is typically performed indoors at a computer workstation but may be performed outdoors, in all types of weather conditions.
- Walking, standing; stooping, kneeling, crouching, bending, reaching, pushing, pulling, and lifting less than 10 pounds.
- Use hands to handle, grasp, and write.
- See and communicate effectively.
- Must be able to use body to work, move or carry objects or materials.

**Ready to apply?**

**Applications are on our website: [www.carlislepa.org](http://www.carlislepa.org)**

**For questions or to submit your resume and cover letter:**

**Contact: Human Resources**

**Email: [apply@carlislepa.org](mailto:apply@carlislepa.org) or Call: 717-240-6923**

**Mail or Drop Off:**

**Borough Hall**

**53 West South Street**

**Carlisle, PA 17013**

**Or**

**Stuart Community Center**

**415 Franklin St.**

**Carlisle, PA 17013**