

PLANNING COORDINATOR

The Westmoreland County Department of Planning and Development is seeking applicants for the entry level position of Planning Coordinator. The purpose of the position is to assist in the administration and implementation of various components of the Planning Department including County Comprehensive Plan and Department's strategic plan. The Planning Coordinator reports directly to the Assistant Deputy Director and/or Deputy Director of the Planning Department. The position is responsible for administration of the County's Subdivision and Land Development Ordinance; GIS; municipal planning support; land use and zoning reviews; transportation, water, sewage, and solid waste planning; and graphic and report production as requested.

The successful candidate should have a Bachelor's degree in Urban & Regional Planning, Geography, Architecture, Public Administration, or related field. 1-2 years' of related work experience and/or Master's degree is preferred and must possess excellent communication skills – both oral and written. See position description for more details.

Salary is \$35,778, plus excellent benefits package. 37.5 hour work week, 13 paid holidays.

County residency must be established within 180 days and maintained throughout employment. Westmoreland County is an equal opportunity employer.

Send cover letters, resumes, and writing/mapping/graphic samples to:

Westmoreland County Department of Planning and Development
Attn: Melissa Iarussi, Administrative Assistant
40 North Pennsylvania Avenue
Fifth Floor, Suite 520
Greensburg, PA 15601-2341
miarussi@co.westmoreland.pa.us

Submission deadline is March 6, 2020

Westmoreland County

PLANNING COORDINATOR - PLANNING Position Description

Non-Exempt

OVERALL OBJECTIVE:

To assist in the administration and implementation of various components of the Planning Department including County Comprehensive Plan and Department's strategic plan.

ESSENTIAL FUNCTIONS:

1. Assists in the administration of the County's Subdivision and Land Development Ordinance (SALDO).
2. Conducts research, data, and geospatial analysis.
3. Gathers facts and data regarding new legislation affecting County matters and advises staff and Planning Director.
4. Acts as a liaison between the County Planning Department, Board of Commissioners, and outside agencies.
5. Provides customer service to the public, elected officials, surveyors, engineers, developers, and attorneys, as needed.
6. Conducts land use and zoning reviews for consistency with the Comprehensive Plan.
7. Assists in coordinating transportation planning and programming.
8. Develops, creates, and files various Federal, State, and County reports in compliance with existing laws.
9. Assists in the implementation of the County Comprehensive Plan.
10. Provides land use reviews to municipalities, developers, etc. as obligated under the Pennsylvania Municipalities Planning Code.
11. Assists in the implementation of the Planning Department's strategic plan.
12. Assists in the administration of the Department's Technical Resources and Municipal Services (TRAMS) program.
13. Develops mapping, graphics, reports, and documents using vector and raster based graphic design software, GIS software, and desktop publishing software.
14. Assists with the Department's annual report.
15. Prepares written reports and conducts oral presentations.
16. Assists in the administration of Community Development programs.
17. Maintains accurate records assuring compliance with legal requirements.
18. Represents the Board of Commissioners and the County in a professional and kempt manner.
19. Other duties as assigned.

Position Description

OTHER DUTIES:

1. Performs other job-related duties as assigned and required, including developing and updating Department's website content.
2. Attends meetings, trainings, seminars as required.
3. Serves on other boards and committees when required.
4. Attends other outside agency functions to represent the County when necessary.

SUPERVISION RECEIVED:

Regular instruction and supervision is given by the Director, Deputy Director, and Assistant Deputy Director of Planning with the ability to make independent decisions on some assignments.

SUPERVISION GIVEN:

None.

WORKING CONDITIONS:

1. Works indoors in adequate office space, with adequate lighting, temperature and ventilation.
2. Works within average exposure to office noise, with moderate to high stress and subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.
4. Periodically works irregular hours including nights and weekends.
5. Occasional site visits and fieldwork outdoors.

PHYSICAL/MENTAL CONDITIONS:

1. Must be able to sit for long periods of time throughout the work day, with intermittent periods of walking and standing.
2. Must be able to execute occasional periods of bending, stooping, kneeling, twisting, and reaching to carry out job duties.
3. Dexterity requirements include fine manipulation of fingers/hands to simple movements of feet/legs/torso as necessary to carry out job duties.
4. Sedentary work, with lifting objects up to 20 pounds.
5. Must possess the ability to record, convey, and present information, explain procedures, and follow instructions.
6. Must be able to pay close attention to detail and concentrate in an environment of frequent disruption and moderate to high stress levels.
7. Must possess the ability to speak and deliver information at public forums/events to large groups.
8. Must be able to attend meetings and conduct field studies.
9. Must be able to operate a vehicle.
10. Must maintain professional dress and appearance.

QUALIFICATIONS:

To do this job successfully, an individual must be able to perform each essential duty satisfactorily. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. EDUCATION/TRAINING:

Bachelor's degree in Urban & Regional Planning, Geography, Architecture, Public Administration, or related field is required.

B. WORK EXPERIENCE:

No-1 year of previous work experience in planning, GIS, landscape architecture, or any combination of education and work experience that provides equivalent knowledge (i.e. Master's degree).

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in a proficient manner in order to carry out essential job duties.
2. Must possess good communication and interpersonal skills.
3. Must possess the ability to function independently, have flexibility, and the ability to work effectively with employees and co-workers.
4. Must possess the technical knowledge to operate a computer at an intermediate skill level and use other office equipment to perform job duties.
5. Must possess the ability to make independent decisions when circumstances warrant such action.
6. Must possess the ability to follow instruction and complete required forms and documentation without error.
7. Must possess the ability to multi-task while maintaining concentration and productivity.
8. Must possess knowledge of office procedures, best practices, and methods.
9. Must possess the ability to speak in front of large groups and present information in a satisfactory manner.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF PLANNING COORDINATOR AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.