

YEADON BOROUGH

JOB TITLE: Code Director

Department: Code

Reports to: Borough Manager

Date: Sep 2018

Job Description:

This is an advanced level administrative position in the Code Enforcement Department and shall oversee the administrative management and clerical processing of the department. Assignments are varied and require the application of independent thinking, initiative and organization as well as advanced problem-solving abilities. Work involves daily contact with Borough residents, members of the business community as well as frequent interaction with all levels of Borough staff.

Primary Responsibilities

1. Organizes, plans, and directs the Borough's community development and planning program
2. Coordinates department operations and goals with other Borough functions and government agencies.
3. Annually reviews the department relative to accomplishment of established annual goals.
4. Provides monthly Community Development report on department accomplishments, land development progress, permits issued, code enforcement actions, complaints, etc.
5. Responsible for code enforcement oversight, building inspections, fire life safety inspections, etc. through department staff, Borough professionals, or third-party personnel.
6. Directs, through department staff and Borough professions the processing, review, and eventual recommendation of approval of land development applications in accordance with Borough codes.
7. Monitors "action deadlines" for all land development applications filed in the Borough.
8. Interprets Borough codes and participates in meetings with developers, attorneys, property owners, and citizens to explain applicable codes, requirements, processes, and procedures.
9. Recommends and coordinates long-range comprehensive community plans and land use activities.
10. Provides economic development information to interested developers, businesses and commercial interests upon request.
11. Works with Economic Development Committee to maintain information on available facilities/sites in the Borough.
12. Oversees the maintenance and update of Borough records and maps.
13. Maintains, organizes, and analyzes demographic statistics.
14. Assesses land development plans for compliance with Borough Zoning Ordinance, Subdivision Land Development Ordinance, and other plans, as appropriate.

15. Responds to complaints of potential code violations relating to signage, building occupancy, nuisances, land use, zoning, animals, noise, dumping, polluting, infestation, or other code related matters.
16. Conducts field investigations of potential violations, gathers evidence; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations; provides court testimony.
17. Provides code enforcement and planning – zoning assistance by providing general land use and zoning information to the public; researches, and writes reports relating to land use proposals.
18. Performs Zoning Ordinance review of all Building and/or Zoning Permit Applications filed with the Borough.
19. Processes and reviews all Zoning Hearing Board Applications filed with the Borough and coordinates the scheduling for hearings before the ZHB.
20. Prepares revisions to Borough ordinances.
21. Provides technical advice to Supervisors, Borough Manager, and the general public.
22. Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations.
23. Maintains currency of all required certification and training necessary in the performance of assigned duties.
24. Ensures staff is trained and current in all required certifications necessary in the performance of their job.
25. Serves as Borough liaison with federal, state, and local agencies charged with economic development and forge coalitions with appropriate officials and agencies.
26. Staff liaison to:
 - a. Zoning Hearing Board
 - b. Planning Commission
 - c. Economic Development Committee
27. Attends and oversees the preparation of agendas for meetings, and conducts research on issues heard before these bodies.
28. Coordinates and manages staff and operations within the code department.
29. Assists Borough Manager and other staff with special projects as needed.
30. Any legal duties and tasks as directed by borough management.

Required Knowledge, Skills, and Abilities

Proficient in basic math skills;
Strong computer skills in Microsoft applications;
Ability to use office equipment, such as computers, telephones, copiers, and calculators;
Ability to keep sensitive and privileged information confidential; and
Excellent interpersonal skills and ability to be courteous and respectful while dealing with the public.

Preferred Minimum Training and Experience

Associate's Degree (preferred);
Excellent customer service and communications skills;
Familiarity with Microsoft applications; and
At least one year of experience working in municipal government and/or as a secretary/receptionist.

Physical Demands

Lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Walking or standing is often necessary in carrying out job duties.

Working Conditions

Most work is done in an office environment. There may be occasional exposure to temperature extremes, dust, and odor.

Other Requirements

1. Submit all information necessary for a background and credit check; including but not limited to, a child abuse clearance from the state of Pennsylvania;
2. Submit to a drug test at time of hire and periodically during employment; and
3. High energy and self-motivated and needing minimum supervision to complete tasks.