



Dover Township Job Description

Job Title:	Planning Assistant	FLSA:	Non-Exempt
Department:	Administration	Effective Date:	11/21
Job Grade:	Non-Bargaining	Revision Dates:	4/26
Reports To:	Director of Planning		

Primary Function

This is a position that processes permit applications and performs other administrative functions for the Planning Department. This position interacts heavily with the public/residents, assisting them with providing the correct information for permit applications and taking complaints regarding ordinance violations.

Principal Duties & Responsibilities

1. Respond to customer inquiries and complaints; provide general zoning, building, stormwater and related code information and application forms to permit applicants; provide guidance in filling out applications and forms, and explain the permitting process.
2. Review information and distribute to appropriate staff for further specialized review, compile abstracts for submission to the County assessment office, school district, post office, fire department, etc. Process & distribute approved permits for signatures and payment processing.
3. Process Purchase Orders for the Planning Department & help with budget needs & prepare Department Fee Resolution updates.
4. Perform scanning and maintenance of all property and subdivision/land development plan files. Research records & compile Right to Know Requests for the Department.
5. Prepare Property Maintenance and Zoning Ordinance Violations Letters. Work with the Township Solicitor to file liens, maintain the records, prepare the final pay-off calculation, and satisfy them at the courthouse as needed.
6. Complete address verification requests with County personnel and reassign addresses as needed, and update Township files & records as needed.
7. Enter daily inspections into Permit Manager when the Receptionist is off.
8. Print the end-of-the-month reports for all budget groups that pertain to the Planning Department & end-of-the-year reports on SALDO applications, Code Violations, and Permit Applications.
9. Maintain spreadsheets for reporting and processing of BPA Engineering, Subdivision/Developer Fees, Stormwater Fees and Temporary Occupancy Fees to provide status to the Treasurer for invoicing accounts receivable/payable.
10. Update certificate of liability insurance information for contractors in GIS/permitting software.
11. Verify property identification numbers and addresses with the York County Map Office.
12. Serve as designated Notary for the Planning Department & prepare O&M agreements as necessary.
13. Attend Planning Commission and Codes Enforcement Board meetings as Recording Secretary; advertise, prepare minutes and packets, arrange for Stenographer for hearings and distribute documentation following the meetings.
14. Research and prepare notice of all expired permits and SALDO applications.
15. Update tenant information and rental registrations in GIS/permitting software.
16. Prepare Newsletter/Website updates for Department-related issues.
17. Fill-in for Reception during monthly staff meetings and on-lot septic manifest reports/mailings when necessary.
18. Handle miscellaneous Planning-related projects and complete other duties as assigned.

Position Qualifications

Knowledge, Skills and Abilities

- Through knowledge of office practices and procedures, including organizational abilities and operation of standard office equipment.
- Ability to obtain Building Code Official (BCO) certification & Notary Public designation.
- Proven proficiency and knowledge, understanding and use of computer systems such as Microsoft (or similar) suite of tools (Word, and Excel, Outlook, etc.) is required.
- Advanced knowledge of Township programs, services and operations.
- Thorough knowledge of department policies and procedures.
- Proven ability to read and interpret township ordinances.
- Ability to make sound judgments based upon complex facts and information.
- Proven ability to read, write, speak, and comprehend English is required.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in



Dover Township Job Description

work processes and operations is required.

- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.

Education, Training, and Experience

Any combination of education and experience that indicates possession of the skills, knowledge, and abilities listed below. An example of acceptable qualifications for this position is completion of secondary education and a background in performing various administrative functions, including accounting.

Education and related work experience. Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.

Functional Qualifications

X	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
X	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching.
X	Carrying	The physical act of manually transporting objects from one area to another.
X	Crouching	Bending the body downward and forward by bending leg and spine.
X	Driving	The physical act of operating a motor vehicle.
X	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching skin, particularly that of fingertips.
X	Finger Dexterity	Picking, pinching, typing, or otherwise working, primarily with fingers.
X	Grasping	Applying pressure to an object with the fingers and palm.
X	Hearing	Ability to receive detailed information through oral communication.
X	Kneeling	Bending legs at knee to come to a rest on knee or knees.
X	Lifting	Raising objects of 20 lbs. from a lower to a higher position or moving objects horizontally from one position to another.
X	Pulling	Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
X	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
X	Reaching	Extending hand(s) and arm(s) in any direction.
X	Repetitive Motions	Frequent, sustained movement patterns of the upper extremities (fingers, hands, wrists, elbows, shoulders).
X	Seeing	The ability to perceive the nature of objects by the eye. Seeing is important for hazardous positions in which defective seeing would result in injury and positions in which special and minute accuracy, inspecting and sorting exist. Other important factors of seeing are acuity (near and far), depth perception (three-dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).
X	Standing	Particularly for sustained periods of time.
X	Static Position	Maintaining the same body position for a period of time in order to complete a task.
X	Stooping	Bending body downward and forward by bending spine at the waist.
X	Talking	Expressing or exchanging ideas by means of spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
X	Walking	Moving about on foot to accomplish tasks, particularly for long distances

Environmental Conditions

- Indoors, within an office area. Frequent interruptions will occur.

Comments

- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.



Dover Township Job Description

Disclaimer

- The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

Employee's Signature

Date

(The employee's signature denotes that the employee was given this job description on the date indicated.)

Supervisor's Signature

Date