Zoning Administrator

Harrison Township seeks a zoning administrator to perform a variety of supervisory, administrative, and professional work in zoning and property maintenance and enforcement. This position works under the general guidance and direction of the Development Director and exercises supervision over code enforcement staff, either directly or through subordinate supervisors. The zoning administrator is responsible for administration and enforcement of the townships zoning, property maintenance, nuisance and dangerous property resolutions along with day-to-day operation of the code enforcement staff and operations including; providing support to the general public, applicants, developers and others in need of assistance with zoning, property maintenance, nuisance and dangerous property inquiries, proposals and applications. In addition, the zoning administrator accepts zoning permit applications and determines compliance with zoning resolution while identifying, and monitoring non-conforming uses. The zoning administrator will also coordinate administrative procedures such as fire bonds and demolitions, serve as a liaison, provide staff support and attend meetings of the Well Field Fund Board, Board of Zoning Appeals, Zoning Commission and Board of Trustees. The zoning administrator will also provide research for development related projects while using various computer programs such as Microsoft Excel, Word, Zone Pro and Arc View GIS.

For the detailed job description please visit www.harrisontownship.org. Salary range is $46,507 - $64,148. Submit a cover letter and resume to Township Administrator, Kristofer McClintick at Kmcclintick@harrisontownship.org. Resumes will be accepted until 4:30 p.m. on Friday, December 4, 2020.