

Borough of West Mayfield

Official Job Description

Planning-Zoning Officer

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Position Overview

The West Mayfield Borough Planning/Zoning Officer (PZO) is a statutory municipal position responsible for administering, interpreting, and enforcing local zoning and land development ordinances. The PZO ensures that all construction and land use comply with the Pennsylvania Municipalities Planning Code.

The Borough Council holds ultimate authority over the position of Planning/Zoning Officer. The specific boundaries of this authority include:

- Appointment and Tenure: The Council appoints the PZO to an indefinite term of employment. The PZO serves at the pleasure of the council, and may be dismissed at any time without cause by a majority vote of the Council.
- Compensation: The PZO is a paid, salaried position. The Borough Council establishes the pay and benefits for this position.
- Duties and tasks: Council has the authority to assign additional duties and tasks as necessary.
- Separation of Powers: Elected borough officials, such as the Mayor or members of the Borough Council, are legally prohibited from serving concurrently as the Planning/Zoning Officer.

This job description may be modified and amended at the discretion of Council.

Qualifications

Education & Experience

- Education: Minimum of a High School Diploma or GED. A degree in public administration, urban planning, or civil engineering is highly preferred.
- Prior Experience: 1 to 3+ years of experience in zoning administration, code enforcement, or urban planning is highly preferred.
- Knowledge: Working knowledge of the PA Municipalities Planning Code (MPC) and municipal land use principles.
- Certifications: Certification from the Pennsylvania Association of Zoning Officials (PAZO) or PA Building Code Official (BCO) license are highly desired.

Key Skills & Abilities

Regulatory & Technical Expertise

- Ordinance Interpretation: Skill in reading, interpreting, and applying local zoning, subdivision, stormwater, and flood plain ordinances.
- Spatial & Technical Reading: Ability to visualize spatial relationships by analyzing engineering drawings, blueprints, surveys, and development plans.
- Software Proficiency: Proficiency in office management software (word processing, data spreadsheets, pdfs), permit-tracking software, and basic GIS (Geographic Information Systems) mapping.

Communication & Interpersonal Skills

- Conflict Resolution: Strong negotiation and dispute-resolution skills to handle conflicts as they arise.
- Public Speaking: Ability to effectively speak in a public setting before a group.
- Customer Service: Patience and tact when explaining planning/zoning issues and processes to the general public.

Enforcement Capabilities

- Violations: Investigate zoning violations and issue written notices that detail the violation, cite the specific ordinance, and specify required remedial actions.

Administrative Capabilities

- Project & Time Management: Organizational, clerical, and coordination competencies that ensure smooth daily operations, compliance with standards, and accurate record-keeping to keep projects and tasks running efficiently, within budget, and on schedule.
- Permit Management: Ability to accurately review applications, issue permits, and enforce permit regulations fairly and impartially.
- Record Keeping: Maintain good record-keeping practices such as consistent data entry, structured organization, and proper document handling consistent with municipal management guidelines.

Physical Demands

- Physical Capability: Physical ability to carry out the duties and obligations of the position.

Administrative Requirements

- Background Check: Candidates must pass a background check.
- Surety Bond: This position requires a faithful performance surety bond (provided by the Borough), which guarantees against financial loss due to negligence, malfeasance, or failure to perform duties.
- Statement of Financial Interests: This position is required to file an annual Statement of Financial Interest form with the State Ethics Commission.

Core Duties & Responsibilities

Permitting & Plan Review

- Review permit and plan applications for accuracy and compliance with all applicable rules and regulations.

Inspection & Compliance

- Conduct site inspections before, during, and after permitting. Investigate zoning complaints and issue notices of violation or cease-and-desist orders.

Board Liaison

- Act as the staff liaison to the Borough Planning Commission and/or Zoning Hearing Board. Process variance and special exception applications and prepare facts for hearings.

Public Education and Outreach

- The CEO leads the Borough's code enforcement public education and outreach programming (PEOP).
- Advise the public on matters of zoning enforcement, permitting, and ordinance requirements.

Municipal Records Management

- The PZO manages municipal records in accordance with the state Municipal Records Act, Right to Know Law, Council guidelines and directives, and all federal, state, and county records requirements.

Customer Service

- Correspondence: Address resident inquiries and coordinate services with other municipal staff in a timely manner.

Professional Development

- Professional Handbooks & Guides: The PZO is expected to be familiar with current handbooks, guides and other such resources relevant to the position offered by state agencies and professional organizations.

- Training: The PZO is expected to enroll in relevant professional development training as offered by the Pennsylvania State Association of Boroughs (PSAB).
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Other Expectations

- Personnel Policies: The PZO is expected to abide by all Borough personnel policies and directives.
 - Ethical & Professional Standards: The PZO is expected to abide by ethical and professional standards as defined by state statute (the Borough Code) and the Public Official and Employee Ethics Act. These rules require appointed officials to act with absolute integrity, avoid conflicts of interest, and maintain strict transparency in public financial management.
 - Professional Communication Standards: The PZO is expected to abide by standards of professional written and verbal communication, including timely correspondence and matters of legal and personal confidentiality.
 - Digital Communications: The PZO is expected to abide by the Borough's policies regarding email, SMS (texts), and social media communications.
 - Work Hours: The PZO is expected to devote sufficient effort and work hours commensurate with day-to-day tasks.
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Compensation

- This Planning/Zoning Officer is a salaried position.
- Expenses for this position shall be paid by the Borough on a basis defined by the Council.
- Compensation & Benefits: The Council shall determine the PZO's compensation and benefits, and it may at any time adjust or modify such compensation as necessary to reflect the nature of the position, required duties, and job performance.

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