



## CITY OF DUBOIS, PENNSYLVANIA

16 W. SCRIBNER AVE. • P.O. BOX 408 • DUBOIS, PENNSYLVANIA 15801  
TELEPHONE: (814) 371-2000

# Planning & Zoning Officer

Position Advertisement

Position Title: Planning & Zoning Officer  
Reports to: TBD  
Job Type: Full-Time, Exempt  
Compensation: Up to \$62,500 (depending on experience)  
Union: Non-Union  
Location: In-Person, City of DuBois / Sandy Township

## Background

The Sandy Township is consolidating with the City of DuBois. The Township is posting the Planning & Zoning Officer. In the time leading up to the new City, and after consolidation, this position will be the Planning & Zoning Officer for both entities. Therefore, the Township *and* City are seeking a dedicated individual to serve as township/city deputy planner and zoning officer. This position performs difficult professional and responsible administrative work in the development and administration of planning and community/economic development activities for the municipalities, makes zoning determinations and issues zoning permits, coordinates building permitting and inspections, and conducts work related to code enforcement services.

## Duties & Responsibilities

- Review and enforce compliance with zoning ordinances and land-use regulations
- Process zoning applications, permits, and variances
- Investigate and resolve zoning violations
- Manage property maintenance code enforcement and perform inspections
- Assist with city planning projects and comprehensive plans
- Review site plans and development proposals for compliance
- Provide staff support to the Zoning Hearing Board and Planning Commission
- Coordinate public engagement for planning and zoning processes
- Maintain records and track data related to zoning and development
- Respond to public inquiries on zoning, planning, and code issues
- Collaborate with other city departments and regional agencies
- Stay updated on zoning and planning regulations through training
- Write and administer planning and development-related grants
- Support management of the Community Development Block Grant (CDBG)
- Other duties as assigned



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### Required Skills & Abilities

- Excellent verbal and written communication skills.
- Strong interpersonal, negotiation, and conflict resolution abilities.
- Exceptional organizational skills and attention to detail.
- Proven time management skills with the ability to meet deadlines.
- Strong analytical and problem-solving capabilities.
- Ability to prioritize and delegate tasks appropriately.
- Thorough knowledge of municipal zoning ordinances
- Ability to read maps and understand property boundaries.
- Proficient in Microsoft Office Suite and able to understand GIS/Mapping software.

### Training & Background

- IPMC is a plus.
- At least 2 years of relevant experience preferred.

### Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to walk on uneven ground and endure short periods of inclement weather.
- Ability to lift to 20 pounds.
- Must be able to navigate various departments at the organization's facilities.
- Possession of an appropriate Drivers' License valid in Pennsylvania

### Selection Guidelines

Formal application, review of education and experience, oral interview, background investigation including criminal history, credit history, drug test, final selection.

### Probationary Period

Any person appointed to the position shall be subject to a six-month probationary period. The City Manager shall evaluate the adjustment, performance, and conduct to determine whether such probationer is fully qualified for permanent appointment at the end of probationary period.

### Application Process

Interested candidates should submit their resume and cover letter to: [manager@duboispa.gov](mailto:manager@duboispa.gov) by January 31st, 2025.

### Equal Employment Opportunity Statement

The City of DuBois is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage applications from individuals of all backgrounds and experiences.