

## **Township Seeks Assistant Planner**

West Whiteland Township, Exton, Pennsylvania is currently seeking an Assistant Planner.

### **Community Background:**

West Whiteland Township is located approximately 30 miles outside of Philadelphia, in the center of Chester County surrounding the Exton Crossroads of Route 30 and Route 100. We are a suburban community of 18,000 residents and a daytime population over 26,500.

New Township plans, a strong transportation mix, and increasing redevelopment around the Exton Crossroads have led to important Township and community projects underway and on the horizon. The Township's mission is to provide our residents and businesses with high-quality, cost-effective local government services that promote safety, economic development and sustainability.

Moody's Investors Service upgraded West Whiteland's bond rating to Aaa in September 2016. West Whiteland is now *one of only six* municipalities in Pennsylvania with the highest possible Moody's bond rating. Moody's pointed to West Whiteland's strong and growing tax base, healthy reserves, sound financial policies and strong management as reasons for the upgrade.

### **The Position:**

The Planning & Zoning Department is responsible for the administration of development regulations, including supervision of the land development process, interpretation of the Zoning Ordinance, and support for the Planning Commission, Zoning Hearing Board, Historical Commission and the Board of Supervisors. The Department also plays a key role in economic development including the promotion of the Exton Crossroads as a preferred business location.

The Assistant Planner position reports directly to the Director of Planning and Zoning. Typical Functions that are performed by the Assistant Planner include:

- Reviews or assists in the review of development proposals and site plans for conformance with codes, plans, and regulations
- Evaluates or assists in the evaluation of rezonings, ordinance amendments, site plans, special use permits, variances and other proposals
- Administers plan review process, including intake, coordination with applicants and Township consultants, coordination with Township agencies and tracking projects through the process
- Prepares reports on development activities for government bodies and the public
- Acts as liaison between community groups, government agencies, developers and elected officials as directed
- Provides information to the public regarding development regulations and projects, and assists in resolving citizen and customer issues
- Conducts field evaluations and assessments as directed
- Provides administrative support for the Department including transcribing meeting minutes, answering phones and document management
- Attends some evening meetings

**The Ideal Candidate:**

The ideal candidate must have a bachelor's degree in urban planning, architecture, public policy, or related area of study. Some planning experience is desirable. In addition, candidates will have knowledge in the following areas:

- the ability to express themselves clearly in writing through effective techniques
- the principles and practices of planning
- principles and practices of research and data collection
- statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- computer hardware and software programs, including Microsoft Office, Internet applications, and GIS

Some desirable skills that the ideal candidate will have includes:

- oral communication and interpersonal skills to explain rules and procedures clearly
- the ability to handle multiple responsibilities in a busy environment and meet deadlines
- the ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- creative problem-solving skills to gather relevant information to solve vaguely defined practical problems
- the ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable
- experience or interest in historic preservation

**To Apply:**

To be considered, each application must include a cover letter, resume and three (3) references. Email complete application packages to [hr@westwhiteland.org](mailto:hr@westwhiteland.org).