



TOWNSHIP OF NEW BRITAIN

Bucks County, Pennsylvania

Job Announcement

FT Director of Building and Zoning

New Britain Township has an immediate opening for a full-time Director of Building and Zoning. This is a highly responsible, hands-on management position with overall administrative, operational, supervisory, and technical responsibility for the Township's Building and Zoning Department. The Director reports to the Township Manager and regularly attends evening meetings of the Board of Supervisors, Planning Commission, and Zoning Hearing Board.

The Director serves as the Township's appointed Zoning Officer and is responsible for the administration and enforcement of the zoning ordinance and the Subdivision and Land Development Ordinance (SALDO), current and long-range planning functions, land development review, code enforcement, open space preservation, and supervision of Building and Zoning Department staff and contracted service providers.

Qualified applicants must have a Bachelor's degree in Engineering, Planning, Urban Studies, Geography, or a related field, a minimum of five (5) years related experience in Planning and Zoning at the municipal level, and prior supervisory or management experience, preferably in a municipal setting. A Master's degree in a related field and experience with GIS (preferably ESRI products) are preferred. Applicants must possess a valid Pennsylvania driver's license.

Salary commensurate with experience and qualifications. The starting salary for this position is \$110,000+. Please visit www.NewBritainTownship.org to learn more about New Britain Township and to review the Job Description for this position.

Employment is contingent upon the successful completion of a background check and a pre-employment physical examination, including a CJIS background check and fingerprinting. The duties listed above are representative of the essential functions of the position; other related duties may be assigned as needed.

Interested applicants should submit their resumes and any questions via email to employment@nbtpa.us. Applications will be accepted until October 16, 2026.

New Britain Township is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

The Township complies with the Americans with Disabilities Act and will provide reasonable accommodations to qualified individuals with disabilities in the application process and in performing the essential functions of the position. Applicants who need an accommodation should contact employment@nbtpa.us.



NEW BRITAIN TOWNSHIP

JOB DESCRIPTION

Job Title: Director of Building and Zoning

Date: Sep-26

Department: Administration

Status: Regular, Full-time, Exempt, Salary

Supervisor: Township Manager

Position Summary:

The Director of Building and Zoning is a highly responsible and hands-on management position with overall administrative, operational, supervisory, and technical responsibility for the Township's Building and Zoning Department. The Director reports directly to the Township Manager and works closely with a five (5) member Board of Supervisors, Planning Commission, Zoning Hearing Board, other department heads, administrative staff, consultants, attorneys, and the public. The Director is responsible for the overall management and administration of the Township's Building and Zoning current and long-range planning functions including land development, property maintenance, zoning, open space preservation, and related departmental functions.

The Director position serves as the Township's appointed Zoning Officer and performs the technical and statutory responsibilities of that position. In addition, the Director is responsible for establishing departmental priorities and workflow, assigning and monitoring work, supervising Township employees in the Building and Zoning department and contracted service providers, administering the department budget, managing professional service relationships, establishing and maintaining departmental procedures, and ensuring effective communication, accountability and public service throughout the department.

The Director exercises substantial independent judgment in managing personnel, resources, workload, regulatory matters, public inquiries, development activity, and operational issues and makes recommendations to the Township Manager and Board of Supervisors concerning departmental needs, policies, staffing, budget, and organizational improvements.

Essential Duties and Responsibilities:

- Has overall management responsibility for the Building and Zoning Department and establishes departmental priorities, workflow, procedures, and service expectations.
- Supervises and directs assigned Township employees and provides management oversight of contracted and other service providers.
- Assigns and prioritizes departmental work, monitors performance and deadlines, addresses operational issues, and ensures appropriate coordination among departmental functions.
- Develops and administers the annual Building and Zoning department budget and monitors expenditures, contracts, revenues, and department resources.
- Participates in personnel matters, including recruitment, training, performance management, work assignments, and recommendations concerning staffing and organizational structure.

- Serves as the appointed Zoning Officer and is responsible for the overall administration and enforcement of the zoning ordinance and the subdivision and land development ordinance. Administers the zoning application process, ensuring that zoning reviews are completed accurately and in a timely manner. Oversees the forwarding of approved zoning applications to the Building Code Official as needed for further review. Coordinates with the Building Code Officer to ensure timely review of building permit applications.
- Administers the Subdivision and Land Development Ordinance (SALDO) application process and performs and coordinates all reviews related to the SALDO. Oversees required administrative functions related to the SALDO process, including maintaining good records in the property management software. Notifies applicants in writing when the proposed uses are not in compliance with ordinance standards, and assists with appropriate alternative procedures, appeals, or any other administrative remedies necessary to attain compliance.
- Ensures that all necessary documentation is provided to the Zoning Hearing Board for appeals of zoning permit denials. Ensures that all advertisements, notifications and postings are made in compliance with legal requirements. Coordinates regularly with the Zoning Hearing Board Solicitor.
- Reviews incoming SALDO applications for compliance and completeness. Initiates contract for Professional Services Agreements (PSAs). Forwards applications to appropriate agencies and professionals. Maintains Municipalities Planning Code (MPC) time clock and applicant fields. Field inquiry calls as needed.
- Responds to or oversees responses to inquiries from Township residents and general public regarding ordinances, zoning, land development, and permit processes. Coordinates the referral of all violations of Township maintenance codes and ordinances to the necessary officials for investigation or communication. Follows up on enforcement complaints.
- Investigate alleged violations of Township Ordinances and advise landowners/applicants of necessary corrective measures. Keeps inventory of said violations including dated photographs and/or other evidence, including updates of same to records management system. Investigates complaints, makes reports of field inspections, and may consult with the Township's Solicitor and plaintiff in prosecution of code violators.
- Prepares, publishes, posts, sends and/or delivers public notes for meetings and zoning hearings as required by the MPC.
- Prepares Zoning Hearing Board agendas and meeting packets. Represents Township at evening Zoning Hearing Board hearings. Inform applicants of Board decisions. Coordinates with Township Manager for any Board-related agenda items.
- Prepares agendas and meeting packets and regularly attends evening Planning Commission meetings. Responsible for follow-up work. Prepares and distributes meeting minutes as necessary.
- Prepares memoranda for and regularly attends evening meetings of the Board of Supervisors. Responsible for follow-up work.
- Manages the inventory of all Township-related open space preservation. Identifies best management practices related to securing, maintaining, and enforcing existing preserved spaces.
- Performs other related duties as required.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of municipal zoning, planning, land development, building administration, property maintenance, code enforcement, and related laws, ordinances, and regulations.
- Ability to use technology in an effective and efficient manner to increase accessibility and organization of Township property files.
- Demonstrated ability to manage and oversee a small municipal department, establish priorities, assign and monitor work, and maintain effective departmental workflow.
- Demonstrated supervisory and personnel-management skills, including the ability to provide direction, establish performance expectations, address performance concerns, and coordinate the work of employees and contracted service providers.
- Ability to administer and manage an annual department budget, manage resources, and oversee professional service contracts and consultants.
- Ability to maintain a professional and responsive public service attitude at all times.
- Ability to pay close attention to details and have excellent organizational skills.
- Ability to prioritize and schedule/assign workload appropriately to meet deadlines.
- To be punctual and maintain regular attendance at work.
- Ability to work independently, maintain confidentiality, exercise discretion, and make recommendations to the Township Manager and Board of Supervisors regarding departmental operations, staffing, budget, policies, and organizational needs..
- Ability to establish and maintain effective working relationships with subordinates, co-workers, township residents, the general public, etc.
- Ability to courteously answer resident questions or address resident concerns.
- Ability to think spatially by reading, analyzing and interpreting maps, development plans, etc.
- Ability to prioritize work and solve problems and communicate effectively with the Township Manager.
- Ability to write with clarity to carry on basic communications with permit applicants, related governmental agencies, etc.
- Ability to read legal descriptions and similar pertinent documents to zoning administration.
- General knowledge of construction and construction terms as appropriate to zoning reviews.
- Experience using word processing and spreadsheet software.

Physical and Environmental Requirements:

- Ability to sit, stand, walk, stoop, bend, climb and move throughout an office, municipal facilities, and outside sites for extended periods.
- Ability to oversee field inspections and visit construction sites, properties, and other locations, including areas with uneven terrain, stairs, construction activity, and varying weather conditions.
- Ability to occasionally lift and carry materials, equipment, files, or other items weighing up to 30 pounds.
- Ability to operate a motor vehicle safely and legally in the performance of Township business, including travel to properties, construction sites, meetings, and other locations as required.
- Ability to attend evening meetings and hearings and work outside normal business hours as required.
- Ability to communicate effectively in person, by telephone, and electronically in various work environments.

Minimum Qualifications:

- Bachelor's degree in Engineering, Planning, Urban Studies, Geography, or related field with a minimum five (5) years related experience and/or training in Planning and Zoning at the municipal level.
- A Master's degree in planning, public administration, urban studies, engineering, or a related field is preferred.
- Prior supervisory or management experience is required, preferably in a municipal or comparable governmental setting.
- Demonstrated experience coordinating or overseeing employees, contractors, consultants, or professional service providers.
- Experience with municipal budgeting, departmental administration, and operational planning is preferred.
- Proficiency in Microsoft Office365 and other standard office technology.
- Experience with GIS, preferably with ESRI GIS products.
- Possession of a valid Pennsylvania driver's license and a driving record acceptable to the Township.

This job description is intended to convey the general nature and level of work performed by an employee in this position and it is not intended to be an exhaustive list of all duties, responsibilities, qualifications and working conditions required. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. In addition, this document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Employee Name: _____ Date Reviewed: _____

Employee Signature: _____

Township Manager Signature: _____