



JOB DESCRIPTION – ZONING OFFICER

Position Overview:

The Zoning Officer for New Bethlehem Borough is responsible for ensuring compliance with zoning ordinances, issuing permits, conducting inspections, and representing the Borough at zoning hearings. This role requires a keen understanding of zoning regulations, attention to detail, and effective communication skills.

Key Responsibilities:

1. Permit Issuance and Compliance:

- Review and approve sign applications based on zoning regulations, ensuring compliance with size, placement, wording, and other requirements.
- Assess proposals for new structures, additions, sheds, and fences to verify setbacks, lot coverage, and zoning district specifications.
- Determine and communicate official zoning districts for property sales, refinancing, or other inquiries.

2. Site Inspections and Zoning Verification:

- Conduct site visits to verify proposed project details and ensure alignment with zoning regulations.
- Identify and enforce zoning requirements specific to different districts (e.g., R-1, R-2, Commercial, Industrial, Conservation).

3. Zoning Board Representation:

- Attend Zoning Hearing Board meetings and hearings to provide expert testimony and support the Borough's position on zoning matters.
- Collaborate with the Zoning Board and Borough solicitor to prepare for and manage appeals or requests for variances and conditional uses.

4. Legal Compliance and Consultation:

- Maintain familiarity with the Borough's zoning ordinance and seek legal guidance from the Zoning Attorney as needed.
- Ensure all zoning decisions align with legal standards and regulations.

Qualifications:

- Understanding of Pennsylvania Municipalities Planning Code and zoning laws.
- Strong attention to detail and analytical skills.
- Effective communication and interpersonal skills.
- Ability to interpret technical drawings and zoning maps.

Compensation and Hours:

- Compensation: \$20.00 per hour.
- Hours: As needed, based on Borough directives and project requirements.
- Training: Attendance at training and continuing education classes, sponsored by the Borough.



**Borough of
New Bethlehem**
Incorporated February 12, 1853

NEW BETHLEHEM BOROUGH
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Contract Terms:

- **Independent Contractor:** The Zoning Officer will operate as an independent contractor.
- **Term:** Agreement effective upon signing and continues until terminated by either party with thirty days' notice.
- **Supplies:** Contractor to provide necessary supplies, with administrative support from the Borough.
- **Non-Assignment:** Agreement may not be assigned without written consent of the Borough.

Application Process:

Interested candidates should submit a resume and cover letter detailing qualifications and relevant experience to info@NewBethlehemBoro.com or via postal mail to 210 Lafayette Street, New Bethlehem, PA 16242.

Note: This job description is intended to convey information essential to understanding the scope of the Zoning Officer role in New Bethlehem Borough. Duties and responsibilities may evolve based on Borough needs and zoning updates.