

Position Title: Community Development Director

Category: Full-time

Salary Range: \$85,000.00 – \$105,000.00

Upper Allen Township is seeking an experienced, detail-oriented professional to serve as its next **Community Development Director**. This is a senior-level leadership position ideal for a highly organized, methodical individual with deep knowledge of land use, planning, and code enforcement in a municipal setting.

Who We're Looking For:

We are searching for an individual with exceptional time management skills, the ability to synthesize complex information, and a proactive approach to identifying and solving problems. The ideal candidate will be experienced in overseeing multiple complex projects with shifting priorities and deadlines, supervising professional staff, and providing exceptional service to the public and development community. A keen attention to detail, commitment to process, and the ability to lead with integrity are essential.

Key Responsibilities Include:

- Supervise and coordinate daily operations of planning, zoning, code enforcement, building inspection, stormwater management, and related administrative functions, including permitting, plan reviews, regulatory compliance, and departmental reporting across multiple programs and jurisdictions.
- Manage all functions related to Subdivision, Land Development, and Zoning Ordinance administration, including plan reviews, developer coordination, enforcement, financial securities, and oversight of Planning Commission, Zoning Hearing Board, and Historical Architectural Review Board activities.
- Oversee departmental operations including budgeting, reporting, records management, and staff supervision, ensuring compliance with all training and certification requirements.
- Serve as the Township's Zoning Officer and Floodplain Administrator, maintaining official zoning and street maps and ensuring ordinance enforcement.
- Coordinate with local, county, and state agencies; maintain relationships with enforcement agencies and manage intergovernmental compliance and reporting.
- Attend and support various Township and committee meetings; manage public improvement records, plan recordings, and fee collections.

The Ideal Candidate Will Have:

- Advanced knowledge of the Pennsylvania Municipalities Planning Code (PA MPC), zoning, stormwater, and building regulations.
- Demonstrated skill in managing time-sensitive and regulatory-heavy projects with precision and professionalism.
- Strong interpersonal skills and the ability to communicate complex information clearly with a wide range of stakeholders.
- Experience developing budgets, supervising teams, and ensuring regulatory compliance.
- Proficiency in GIS and planning software such as Esri ArcGIS Online.

Minimum Qualifications:

- Bachelor's degree in urban/Regional Planning, Public Administration, Geography, GIS, Engineering, or related field.
- 4+ years of progressive planning experience.
- 3+ years of code enforcement/zoning experience at the municipal or state level.
- 5+ years of supervisory experience.
- AICP, CZO, and CFM certifications; OR ability to obtain within 2 years.
- Valid PA Driver's License.