

Harrison Township

Job Posting for Zoning & Ordinance Officer

Harrison Township, Allegheny County, is accepting applications for fulltime position of Zoning & Ordinance Officer.

Responsibilities include enforcement of Township's Code of Ordinances with focus on landlord rental unit licensure, property maintenance and zoning related ordinance enforcement.

Demonstrates excellent verbal and written communication skills for interacting with residents, contractors, engineers, and general public. Must have basic computer skills and demonstrated proficiency with Microsoft Office software suite. Associate degree in relevant field and 3 years experience with construction, public service, or related experience, or BA/BS degree in relevant field and 1 year experience with construction, public service, or related experience; Labor and Industry certification required at hire or within one year.

Applications available on-line, at <http://harrisontwp.com/applications-forms-permits/>. Please submit application and cover letter, and resume if available by March 31, 2017, to: Executive Secretary, One Municipal Drive, P.O. Box 767, Natrona Heights, PA 15065. Township residency required within six months.

Equal Opportunity Employer