

**MIDDLE PAXTON TOWNSHIP
ZONING AND CODES ENFORCEMENT OFFICER**

Middle Paxton Township, located in Dauphin County, is seeking applications for the position of Zoning and Codes Enforcement Officer. This position is responsible for the daily operations of the Zoning and Codes Enforcement Office. Applicants must be able to process zoning and code enforcement determinations in accordance with applicable codes and ordinances.

Successful candidates must be well organized multi-taskers and be proficient in typing and using all Microsoft software, specifically Excel, and the production and maintenance of spreadsheets. Candidates must be able to detect violations of Township requirements, understand, follow, and convey complex oral and written information, maintain records, prepare reports concerning work and communicate effectively with property owners. This position reports to the Township Manager.

Applicants will be required to prepare for and attend all Zoning Hearing Board meetings which are held in the evening and all other meetings as requested. Applicants must have a high school diploma or GED equivalent, formal training and education in Zoning and Codes Enforcement preferred or a minimum of three years hands-on documented experience in a municipal zoning codes environment, along with a valid PA Driver's License. A comprehensive background check, as well as a drug screen will be part of the selection process.

Middle Paxton Township is an equal opportunity employer that is committed to diversity and inclusion in the workplace as outlined by federal, state, or local laws.

To apply, please email a cover letter, resume, and application to Township Manager Julie Ann Seeds, jseeds@middlepaxtontwp.org. In the subject line, please note "Zoning and Codes Enforcement Officer". Receipt by Middle Paxton Township of cover letter, resume, and application should be no later than 4:00 p.m., October 27, 2023.