



## SUBDIVISION & LAND DEVELOPMENT ADMINISTRATOR

Department: Planning & Community Development

Revised: February 2026

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### DESCRIPTION

Under the supervision of the Director, the Subdivision and Land Development Administrator is responsible for the comprehensive and effective administration of the Lycoming County Subdivision and Land Development Ordinance in those municipalities in which it applies. Promotes and performs organized planning which provides for orderly growth and development towards an improved quality of life. Utilizes the assigned resources and personnel for cost-effective and timely results.

### SPECIFIC DUTIES

- Administers and enforces the Lycoming County subdivision and Land Development ordinance performing on-site inspections, studies, and evaluations of proposed subdivision and land developments on own initiative.
- Works with sub-dividers and developers, their agents, engineers, surveyors, lawyers, and lending institutions, providing site plan design advice where needed, to achieve voluntary compliance with applicable laws and regulations, to upgrade the quality of development, and to accomplish orderly and effective use of land.
- Works with municipal officials to maintain and develop a strong subdivision/land development partnership; including municipal training, municipal comments on subdivision and land development applications including consistency with municipal zoning and other ordinances, and feedback about SLDO regulations and administration.
- Establishes and maintains accurate, up-to-date case files containing such documentation necessary to make sound case decisions, defends these decisions upon challenge or litigation, and serves as a data source for other planning work.
- Monitors compliance of approved subdivisions and land developments through deed and land records analysis plus field views and recommends enforcement actions where necessary.
- Develops a working knowledge of various County offices, their facilities, their legal jurisdictions and local regulatory requirements (e.g. Wellhead Protection and Zoning Ordinances) as may pertain to land use, subdivisions and land developments.
- Develops and maintains a detailed working knowledge of state and/or federal sewage, storm water, flood plain, wetlands and highway access laws, facility design standards, and administrative procedures established by state and local agencies and officials.
- Performs functional studies, as needed, to evaluate and improve SALDO administration, ensure compatibility with the County Comprehensive Plan and other official plans, and to support PCD programs with data or specialized knowledge.
- Mediates or facilitates resolution of conflicts between developers and municipalities and other parties such as regulatory agencies, utilities, etc., as pertain to a proposed subdivision or land development.
- Coordinates engineering consultants to review plan components and inspect required facility improvements.

- Coordinate with other PCD staff to ensure compliance with County Zoning Ordinance where appropriate.
- Recognizes the community, economic, environmental and transportation impacts of land use decisions; advocates land use considerations in issues of a different functional nature or separate jurisdiction.
- Provides specialized technical assistance to the general public, other staff elements, County agencies, and local governments in land use planning and other unrelated functions which require similar skills.
- Maintains up-to-date technical competence by studying emerging new professional skills and practices and applying them in the fulfillment of responsibilities.
- Serves on the County Emergency Recovery Team during post-event recovery as needed.
- Presents staff analyses and recommendations on specific cases at public meetings and provides public information service on those cases.
- Provides functional and technical guidance to assigned staff, including Development Services Coordinator, Planning Technician/Analyst, Cartographer, and clerical staff.
- Performs other duties as needed or assigned.

### **SUPERVISORY RESPONSIBILITIES**

N/A

### **WORKING CONDITIONS**

Normal office conditions plus travel, night meetings, and frequent fieldwork in areas with natural hazards and during weather extremes.

### **JOB REQUIREMENTS**

- Fully qualified requirements include a Bachelors degree in Planning or related field with three (3) years related experience.
- Ability to communicate complex technical and regulatory concepts effectively and courteously with regulated or uninformed parties, plus public speaking, written, and graphics skills required.
- Ability to use personal computer systems, field measurement instruments and office dictation, recording, and photocopy equipment required.
- Ability to read maps, topography and planimetric, surveys, engineering cross-sections and profiles, aerial photos and any plan or drawings pertinent to evaluation of proposed subdivisions and land developments is essential.
- Working familiarity with Lycoming County GIS for use in County SALDO program.
- Current valid PA driver's license including personal vehicle available for work-related use.
- Must submit to and pass a drug screening and background check per County policy.

#### **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

**County of Lycoming is an Equal Opportunity Employer**

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