Zoning Officer
Position Description

The Municipality of Kingston is seeking applications for the position of Full-Time Zoning Officer.

Applications may be obtained at the Kingston Municipal Building, 500 Wyoming Avenue, Kingston, PA 18704 or at www.kingstonpa.org. The deadline for submitting applications and resumes is Friday, September 18, 2026 addressed to Sondra Riviello, Municipal Administrator, sriviello@kingstonpa.org.

Essential Duties and Responsibilities

- Administer and enforce the Municipality of Kingston Zoning Ordinance and related land use regulations.
- Review and process zoning permit applications, zoning hearing applications, including issuing zoning permits and certificates of zoning compliance when appropriate.
- Conduct site inspections to ensure compliance with approved permits, zoning regulations, and conditions of approval.
- Investigate zoning complaints and alleged violations; document findings and initiate enforcement actions as necessary.
- Issue zoning enforcement notices, stop-work orders, and violation notices in accordance with Municipal policy and applicable law.
- Provide zoning information and assistance to residents, property owners, developers, contractors, and Municipal officials.
- Maintain accurate and up-to-date records of permits, inspections, violations, and enforcement actions.
- Coordinate with the Zoning Hearing Board as needed.
- Act as administrator for the Planning Commission
- Prepare reports and attend meetings of the Zoning Hearing Board, when required.
- Stay current on changes to zoning, land use, and related state and local regulations.
- Perform other related duties as assigned, i.e. floodplain management

Qualifications

- Working knowledge of zoning, land use regulations, and code enforcement practices, preferably within Pennsylvania municipalities.
- Familiarity with the Pennsylvania Municipalities Planning Code (MPC) preferred.
- Ability to read and interpret zoning ordinances, site plans, surveys, and legal descriptions.
- Strong communication skills, with the ability to interact professionally with the public, elected officials, and professionals.
- Ability to work independently, exercise sound judgment, and handle sensitive or contentious situations diplomatically.
- Proficiency with basic office software and record-keeping systems.
- The applicant must possess a valid PA Driver’s License.

Education and Experience

- Associate's degree or higher in planning, public administration, construction management, or a related field preferred; or
- Equivalent combination of education and experience in zoning, code enforcement, or municipal administration.
- Prior experience as a zoning officer or code enforcement official is strongly preferred.

Certification

- Zoning Officer Certification through the Pennsylvania Department of Community and Economic Development (DCED) is preferred or must be obtained within one year after hire.

Work Schedule and Conditions

- Full-time position in-person.
- Monthly evening meetings are required.
- Fieldwork and site inspections required; exposure to varying weather conditions.

Compensation

- Salary commensurate with qualifications and experience.

Equal Opportunity Employer

The Municipality of Kingston is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, religious affiliation, or any other protected status.