

**Zoning Officer/Building Code Official**  
**655 Cider Press Road**  
**Easton PA 18042**

Williams Township, Northampton County with a population of 6,100, is seeking a dedicated applicant for the position of Zoning Officer/Building Code Official. Applicants must be able to process building permits and zoning determinations in accordance with applicable codes as well as issue Notices of Violation for zoning offenses. The successful candidate will be required to attend evening meetings for the Planning Commission as well as Zoning Hearing Board and advise both boards on planning and zoning issues. This position requires the individual to be well organized and a multi-tasker. The position is a salaried full time position and Williams Township offers a competitive pay and benefits package for employees. 2 years of experience is required. Resumes should be returned via email to Melody Ernst, Township Manager at [mernst@williamstwp.org](mailto:mernst@williamstwp.org). Williams Township is an EEO employer.

**Qualifications:**

2 years experience  
Proficient in Microsoft Office, Excel and Word  
Communication and organizational skills

**Benefits:**

Health, dental and vision Insurance  
Life Insurance  
Short/Long Term Disability  
457 Plan  
Paid time off  
Pension Plan

**Schedule:**

Full time Monday - Friday 7:30am to 4:00pm