JOBS DESCRIPTION
GOSHEN TOWNSHIP,
CLERMONT COUNTY, OHIO

ZONING DIRECTOR

Reports to: Township Administrator
Effective Date: July 2019
Salary Range: $65,000 - $75,000 (based on qualifications)
Working Hours: Flexible 40-hour work week

Department: Zoning
FLSA Status: Exempt / At Will
Classification: Unclassified
Status: Full-Time

Job Summary:
Under general direction of the Township Administrator. Provides administrative, supervision and technical work regarding the township’s current and long-range planning programs for the township, specifically related to the development and implementation of land use and related municipal plans and policies. Serves as the Department Head for Zoning and therefore for all township activities related to planning, zoning, property maintenance and economic development.

Supervision Responsibilities:
Oversees the recruitment, employment, evaluation and release of staff and temporary personnel in the Zoning Department. Supervises all department organizational staff including Property Maintenance Code Enforcement Officer.

Essential Job Functions and Duties:
• Manages and supervises planning operations and department to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

• Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

• Provides professional planning and land use advice to supervisors and other officials; makes private and public presentations to supervisors, Township Trustees, boards, commissions, civic groups and the general public.

• Communicates official plans, policies and procedures to staff and the general public.

• Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares and administers annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
• Apply for federal, state and local grant resources where applicable; manages and monitors the application, submission, award, oversight and reimbursement process related to federal, state and local grants; coordinates with regional planning and other entities as applicable.

• Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

• Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

• Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

• Prepares a variety of studies, reports and related information for decision-making purposes.

• Supervises the development and implementation of growth management, land use, economic development, open space, facilities, or other plans and codes to meet the Township's needs and any inter-governmental agreements or requirements.

• Makes recommendations concerning Joint Economic Development Districts, Community Economic Development Agreements and Tax Increment Financing.

• Evaluates land use proposals to ensure compliance with applicable Township, County, State or Federal laws. Approves development permits, sign permits, subdivision plats, variance adjustments, and minor land development proposals within scope of authority and responsibility.

• Issues zoning permits, conducts permit inspections and follow up as needed.

• Ensures the maintenance of accurate and complete records of department activities and of records relating to permits, maps, blueprints, overlay, and sketches pertinent to planning and development programs and projects.

• Reviews all applications for the Zoning Commission and Board of Zoning Appeals regarding minor and major subdivisions and land development; for all commercial permit applications; for all variance applications.

• Attends meetings and hearings of the Board of Trustees, Zoning Commission, and Board of Zoning Appeals; unless otherwise excused by the Township Administrator.

• Provides support to the Zoning Commission, Board of Zoning Appeals, and Township Trustees as needed.

• Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.

• Serves when needed as a member of a planning committee or various staff committees as assigned.

• Updates and maintains a database of information for planning and zoning purposes.

• Responds to local citizens inquiring about township planning and zoning regulations, resolutions, and ordinances; ensures resolution of disputes/grievances between planners and/or applicants, as required.
• Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal zoning and planning.

• Performs the duties of the Property Maintenance Code Enforcement Officer as needed.

• Operates various pieces of office machinery, including computer, printer, copier, fax machine and telephone system.

**Other Job Functions:**

• Assists township staff in the enforcement of local ordinances and in interpreting township resolutions, codes and plans.

• Assists in designs for streets, landscapes and other community projects.

• Perform other tasks as needed or directed by the Township Administrator.

**Working Conditions:**

Job is generally performed in a climate-controlled, smoke-free office environment with occasional exposure to extreme weather conditions while outdoors conducting site visits to the field. Position may require the following abilities: Sit for extended periods of time; occasionally stand and walk; lift, carry, push, pull or otherwise move items weighing up to 50 pounds; seeing, speaking, and hearing necessary to issue and follow oral and written instructions; ability to work under pressure in meeting deadlines; using hand(s) for simple or firm grasping, typing, and reading a computer screen.

**Required Education, Certificates, and/or Licenses:**

• Bachelor’s Degree in Urban Planning, Land-Use Planning, Public Administration, Community Development or related field (Master’s Preferred)

• American Institute of Certified Planners (AICP) Certification desired or be obtained within the first two (2) years of employment

• A combination of education and experience applicable to the position may be considered

• Valid State Driver’s License

**Necessary Experience, Training, Knowledge, and Skills:**

Five (5) years of progressively responsible work experience in state, county or local government administration and management; experience in zoning, code enforcement, planning, and economic development preferred; experience at supervisory level desired.

Proficiency with Microsoft Word, Excel, PowerPoint. Proficiency in land use, land development plan review, site plan review, municipal policies and procedures, strong communication, organization, analytical thinking, detail-oriented, and problem-solving skills.
Disclaimer:

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all responsibilities, tasks, and duties. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and other duties, as assigned, might be part of the job.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. This job description does not constitute an employment agreement between the employer and the employee; and it is subject to change by the employer as the needs of the employer and the requirements of the job change.

Employee Signature: ________________________________  Date: ____________________

Printed Name: ________________________________

Authorized by: ________________________________  Effective Date: ____________