



JEFFERSON TOWNSHIP

JOB DESCRIPTION

Position: Zoning and Development Coordinator

Reports To: Township Administrator

Status: Regular, Part-Time/Full-time, Exempt

Hours/Week: 40 hours per week,

Pay Scale: \$41,600.00 - \$60,320.00

POSITION SUMMARY

Responsible for promoting and pursuing various development opportunities and programs for Jefferson Township. The position helps create and implement a development strategy to attract and retain businesses and improve the overall quality of life in Jefferson Township. Provides analysis for proposed projects and development initiatives. Assists in researching, writing, and implementing grants related to planning, zoning, community, and economic development. Communicates directly with area businesses and economic development organizations to further the township's economic development goals and the goals of the Jefferson Township Comprehensive Plan.

ESSENTIAL FUNCTIONS OF POSITION

A. Zoning Administration

1. Must become thoroughly familiar with the Zoning Ordinance and appropriate forms.
2. Responsible for the overall administration and enforcement of the Zoning Ordinance.
3. Accepts and reviews zoning land use permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the application
4. Issues the appropriate zoning land use permit.
5. Performs periodic checks of all properties to ensure land use changes are in compliance with the Zoning Ordinance.
6. Identifies, inventories, and monitors nonconforming uses 1) identified during periodic checks or 2) alleged by resident complaints
7. Attends board meetings, as needed, to report on zoning issues and advise on issues related to zoning administration. Evening meetings could be necessary.
8. Conducts technical reviews site inspections and makes staff reports to the Township Board and Board of Zoning Appeals on specific project proposals such as, but not limited to, site plan review applications, special use permit applications, zoning amendments (including rezoning and conditional rezoning), variances, and appeals. Ability to write with clarity, to carry out basic communications with permit applicants, related government agencies, and other offices as necessary.

B. Zoning Enforcement

1. Investigate alleged violations of the Ordinance and advise landowners/applicants of necessary corrective measures. Keep an inventory of said violations, including dated photographs and/or other evidence.
2. Presents case facts and explains decisions of the Zoning Administrator's office before the relevant body.
3. Attends meetings of the Board of Zoning Appeals and (when needed) the Township Board
4. Follows directives of the Township Board, Zoning Commission, and Board of Zoning Appeals.
5. Coordinates the enforcement of the zoning ordinance with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.

C. Development

1. Responsible for retention and/or expansion of existing businesses within the Township; includes coordinating business retention visits to develop an understanding of the local economic climate and acts as a liaison with issues that may arise.
2. Develops and implements short- and long-range economic development plans; gathers interprets, and prepares data for studies, reports, and recommendations; coordinates activities with other departments and agencies as needed.
3. Promotes and educates businesses with respect to funding options offered.
4. Maintains an up-to-date copy of the Zoning Ordinance for distribution to township personnel and residents upon request.

D. Public Relations, Assistance, Personal Development

1. Ability to work and communicate with elected and appointed officials and the public, with appropriate etiquette and diplomacy.
2. Assists the general public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Directs the individual(s) to the proper agency/agencies for other needed permits.
3. Attend professional schools, seminars, and/or conferences as needed to stay up-to-date on laws, zoning trends, and other information pertinent to zoning.
4. Be accessible to meet with the public.

E. Other

1. Social Media postings.
2. Performs other duties as assigned.
3. Attends meetings of the Township Board, as necessary, usually evening meetings.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- Maintain a valid Ohio Driver's License and maintain a driving record acceptable to the Township's insurance carrier during the course of employment.
- Pass pre-employment drug/alcohol screen.
- Participate in random drug/alcohol screens and for cause screens during the course of employment.
- Pass a criminal background check.
- Understand basic residential and commercial/industrial construction practices, including the ability to read and understand construction drawings and site plans.
- Possess strong organizational skills.
- Possess a high degree of public relations skills.
- Communicate effectively in verbal and written form.
- Deal effectively with complex people.
- Independent and self-driven.
- Skill in typing, ability to read, spell, and proofread.
- Skill in the use of personal computers and office equipment.

- Ability to compile information to prepare complex report documents.
- Ability to file alphabetically, numerically, and chronologically.
- Ability to maintain records.
- Use the telephone system, mobile devices, and other equipment as assigned.
- Ability to schedule and coordinate meetings and conferences.
- Ability to interpret written material and communicate verbally.
- Ability to verify data.
- Ability to learn the policies and procedures of and the services provided by the department to which assigned.
- Ability to exercise mature judgment and to make independent decisions in accordance with established policies and procedures.
- Ability to establish and maintain effective working relationships with other employees and the general public.

MINIMUM EDUCATION AND EXPERIENCE

- Bachelor's Degree in Economic Development, Planning, Public Administration, Marketing, or similar formal discipline, or the equivalent combination of experience and training of a four-year (4) degree from an accredited college or university plus a minimum of two (2) years of full-time experience; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities or five(5) years of experience in zoning, community development, property maintenance, or code enforcement compliance processes.

LICENSE/CERTIFICATION REQUIRED

- Must possess a valid Ohio Driver's License.

SUPPLEMENTAL INFORMATION

Employees are subject to a 1-Year probationary period and then to an additional six-month conditional status pursuant to the Employee Manual of Jefferson Township. Performance evaluations will then occur on an annual basis following successful completion of probationary and conditional status.

This position is currently scheduled to work as outlined above. Schedules may change or be temporarily adjusted as the needs of the organization or personnel change.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to accommodate disabled individuals reasonably. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended to create employment contracts. The organization maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.