

MILLCREEK TOWNSHIP

Zoning Administrator FULL Job Description
November 3, 2014

JOB CLASSIFICATION: Township Zoning Administrator
SALARY: See Comment 1
SEND APPLICATIONS TO: 10181 Watkins Road, Marysville, OH 43040
DATE POSTED: **11/3/2014** **DATE EXPIRES: 12/18/2014**

Position Summary:

The Township Zoning Administrator is appointed by the Millcreek Township Trustees. The Township Zoning Administrator is primarily responsible for administering and enforcing the zoning resolution of the township. Additionally, the Zoning Administrator will assist the Chairs of both the Zoning Commission and the Board of Zoning Appeals (BZA) including responsible for all research and taking all meeting minutes. This person needs to be familiar with the Millcreek Zoning Resolution, Millcreek Comprehensive Land Use Growth Plan, Union County Comprehensive Plan, the Ohio Rural Zoning handbook and the Ohio Revised Code Section 519. The Zoning Administrator administers the Millcreek Zoning Resolution, as written, impartially, without authority to deviate from the Resolution. The position has three main duties: 1) Zoning Permits and Enforcement, 2) Community Planning and Research and 3) Administrative.

Educational Level: A 4-year degree in city and regional planning, engineering or a related field.

Experience: At least 4-6 years of experience in planning, zoning and/or a development-related field.

Salary: \$700 ~ \$950/month, based on qualifications, skills, and experience.

Zoning Permits and Enforcement

Zoning Administrator:

- Responsible for the overall administration and enforcement of the Township Zoning Resolution.
- Accepts and reviews zoning applications. Determines compliance with the provisions of the Zoning Resolution and the Land Use Growth Plan and completeness of the applications.
- Permits once approved and when all provisions of the Resolution are in compliance, the Zoning Administrator will maintain a complete file of permits issued. Will notify applicant, in writing, if the proposed use is not in compliance with the Township Zoning Resolution standards, and assists with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to attain compliance.
- Initiates enforcement proceedings promptly when code violations occur; prepares letters and/or contacts property owners, takes additional steps of escalation if the violation is unresolved within the specified time period.
- Investigates alleged violations of the Resolution and advises landowners/applicants of necessary corrective measures. Keeps an inventory of said violations including dated photographs and/or other evidence.
- Supervises zoning enforcement program by providing technical expertise, oversight and guidance to township or county officials in the investigation of zoning complaints and works toward compliance in cases of Zoning Resolution violations.

- Coordinates the enforcement of the Zoning Resolution with the enforcement of other related land use statutes and codes by active cooperation with other appropriate county and state agencies.
- Performs inspection duties to insure land use changes comply with the Zoning Resolution.
- Identifies, inventories, and monitors all variances, conditional use permits and nonconforming uses.
- Conducts technical reviews, site inspections, and makes staff reports to the Zoning Board and Zoning Board of Appeals on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances and appeals.
- Manages zoning site inspections for proposed development in the Township, including handling complex issues in plans, plats and inspections.
- 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. Assists in providing land use regulation information and responses to problems for residents.
- Coordinates assistance on planning and zoning issues with LUC Regional Planning Agency, County Engineer, County Prosecutor, County Health Dept. etc. as needed.
- No less than on a weekly basis, the Zoning Administrator will perform a visual site inspection of the entire township to check for zoning issues, concerns and/or violations. A log/report (hard copy and electronic), which includes dates, findings and actions (including those that may need further investigation), will be provided monthly to the Zoning Commission and the Trustees.

Administrative

Zoning Administrator:

- Serves as administrative staff (clerk) to both the Board of Zoning Appeals (BZA) and Zoning Commission. Record minutes of all Zoning and BZA meetings and provide written copies (hard copy and electronic) to the appropriate board at their next meetings, respectively.
- Send legal meeting notices to the media (newspaper) in time to have notice published 10 days prior to a scheduled meeting.
- Deliver approved minutes signed by the Zoning Board or BZA Chair to the Township Clerk within 2 weeks of the meeting, where the minutes were approved.
- Arrange for the Court Recorder for all Public Hearings or when necessary.
- Notify adjacent property owners when required by the Ohio Revised Code of upcoming hearings and meetings.
- Inform the Zoning Commission Chair and/or Board of Zoning Appeals Chair at least two weeks prior if unable to attend a required meeting.
- Assists the Zoning Commission with all administrative tasks related to improving the Township Zoning Resolution including conducting research, editing, drafting and modifying sections as requested.
- Prepares technical letters, reports, research and recommendations.
- Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms; and may propose solutions to any problem encountered in administering the Zoning Resolution to the township.
- The Zoning Administrator may recognize errors in the zoning resolution. If this occurs, or if there are recurring problems, the Zoning Commission or Trustees should be informed, with corrective recommendation so that they may initiate amendments.
- Testifies, as necessary, at public and judicial hearings.
- Ability to work and professionally communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy.
- Keep the zoning map, text, and office records up-to-date (hard copy and electronic) by recording all amendments and retaining all official documents; and makes copies of the Zoning Resolutions and minutes available to the public. Maintains all necessary records for day-to-day activities and permanent file.

Planning and Research

Zoning Administrator:

- Will work closely with the Township Trustees, Zoning Commission and/or BZA to research projects related to zoning, development plans, land use, growth, etc.
- Conduct or assist in the development of studies, analyze plans and recommendations in connection with zoning, planning or growth; assists in developing long-range strategic plans; in addition to assisting reviewing and updating the Township's comprehensive land use growth plan.
- Researches and evaluates existing and proposed zoning and/or planning policies, practices and techniques and recommends improvements.
- Attends professional schools, seminars and/or conferences at least twice a year to stay up-to-date on laws, zoning trends, and other information pertinent to zoning administration.

Required Knowledge, Skill and Abilities:

- Considerable knowledge and experience in planning and zoning.
- Working knowledge of industrial, residential, and commercial property development.
- Working knowledge of the government processes and services, funding sources, etc.
- Considerable ability to communicate effectively and diplomatically both orally and in writing with residents, township, county, state and federal agencies, private businesses, elected officials, community volunteers, potential developers, and the general public.
- Considerable ability to perform mathematical calculations, to analyze data, read blueprints as well as to prepare reports and presentations.
- Considerable ability to represent the township and negotiate outcomes desirable to the Township.
- Must have own transportation and considerable ability to safely operate a motor vehicle to attend meetings, conduct duties and visit properties.
- Must become thoroughly familiar with the Zoning Resolution and appropriate forms.
- Must attend all Zoning, BZA and Trustee meetings. Evening meetings can be expected.
- From time to time the Zoning Administrator may be asked to act as an advisor and/or representative of the township to various boards.
- Performs other duties as may be assigned.

Evaluations: Formal evaluations will take place at least annually.

Qualifications:

Educational Level: A 4-year degree in city and regional planning, engineering or a related field.

Experience: At least 4-6 years of experience in planning, zoning and/or a development-related field.

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license issued by the State of Ohio and own transportation.
- A proficiency/skills assessment, as well as a background check and drug test may be given as part of the interview process.

Comment 1: Starting Salary: \$700 ~ \$950/month, based on qualifications, skills, and experience.

ALL applicants are strongly encouraged to submit a separate sheet addressing the qualifications of the position along with their resume and complete cover letter. Application must be received no later than December 18, 2014. If you have any questions regarding this posting, please contact: Keith Conroy 740-666-3413.