HARRISON TOWNSHIP

POSITION DESCRIPTION

Zoning Administrator

GENERAL PURPOSE:

Performs a variety of supervisory, administrative, and professional work in zoning and property maintenance administration and enforcement.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Development Director.

SUPERVISION EXCECISED:

Exercises supervision over Code Enforcement staff, either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Zoning Administrator is responsible administration and enforcement of the townships zoning, property maintenance, nuisance and dangerous property resolutions, day-to-day operation of the code enforcement staff and operations.

1. Manages and supervises code enforcement activity in the Development Department, including supervision of code enforcement staff.

2. Responsible for administration and enforcement of zoning, property maintenance, nuisance, dangerous property and other similar resolutions.

3. Accepts zoning permit applications and determines compliance with zoning resolution.

4. Identifies, inventories and monitors non-conforming uses.

5. Coordinates administrative procedures such as fire bonds and demolitions.

6. Serves as liaison, provides staff support and attends meetings of the Board of Zoning Appeals, Zoning Commission and Board of Trustees.
7. Provides support to the general public, applicants, developers and others in need of assistance with zoning, property maintenance, nuisance and dangerous property inquiries, proposals and applications.

8. Manages special projects as assigned by Development Director.

9. Provides research for development related topics.

10. Serves as township liaison to the Well Field Fund Board.

11. Joins professional organizations and other groups or agencies useful to the department and attends meetings as appropriate.

12. Provides research for development related topics.

POSITION REQUIREMENTS:

In order to discharge the duties of Zoning Administrator, an individual must be able to perform or have the ability to do the following activities.

1. Three (3) years of experience in planning, zoning, code enforcement, community development or related field; or

2. Bachelor’s degree in planning, public administration or related field

3. Any equivalent combination of education and experience.

4. Read, understand and interpret rules and regulations, and apply those rules and regulations to real world situations.

5. Use discretion in exercising the appropriate degree of authority in various situations, using tact and diplomacy in the enforcement of Township rules, codes and regulations.

6. Make decisions regarding enforcement of various Township regulations and take appropriate action per departmental policy.

7. Communicate effectively, both verbally and in written form.

8. Receive audible messages, correspond verbally and convey the meaning/message to others without special equipment is essential.
9. Drive a motorized vehicle in all types of traffic and weather conditions.

10. Have a valid Ohio Drivers License, with no serious moving violations within the past three (3) years.

11. Possess skills sufficient to effectively manage the affairs of the department.

12. Possess minimal skills in graphic arts and drafting.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing software; motor vehicle; calculator; phone; copy and fax machine.

PHYSICAL DEMANDS:

The physical demands described here 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 the essential functions.

Work is performed often in office settings however, some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, grasp, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee is occasionally required to perform field inspections over various topographical conditions, with slopes ranging from flat (0%) to severe (12%). This involves the ability to negotiate different types of terrain with mobility to control body direction (traversing over curbs and obstacles, gravel, unimproved paths and roadways, tile and carpet.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Visually define, reconize, evaluate and differentiate objects such as written information, messages, warning signs and safety hazards that may be encountered during field inspections.
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.