

POSITION DESCRIPTION

Position Title: Township Planner

Department: Community Development

Reports To: Community Dev Dir

Employment Status: Full time

FLSA Status: Non-exempt

Pay: \$ 25.00/hour (\$52,000 annually)

An Equal Opportunity Employer

QUALIFICATIONS:

A minimum of three (3) years experience in a public planning/zoning agency and related college degree, or high school degree with significant experience. Preferred: successful customer service experience and some property maintenance background. Knowledge of or ability to learn database programs such as Zonepro and typical planning software tools such as Arcview; proficiency in office products—word, excel, power point. Enjoys working with the public and possesses excellent writing skills. Experience with graphics software helpful.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Driver's license; must maintain insurability as set forth by the Township's motor vehicle liability insurance requirements.

ESSENTIAL FUNCTIONS:

- A) Under supervision of the Community Development Director, manages the daily operation of the department, administers and interprets the township zoning resolution and property maintenance code, issues routine zoning permits, maintains and updates all zoning records, files, and zoning maps, manages matters pertaining to zoning administration and property maintenance inspection, serves as land-use planner for the township, exercises judgment as to when to confer with and refer matters to the department director that are complex or novel. .
- B) May backup the department director when absent, assists and supports the director in all areas including managing the office, complex reviews, address assignments, preparation of reports and presentations, creating and updating plans, recommending zoning revisions, problem solving, enforcement and coordination with other departments and agencies.
- C) Organizes day to day work of the department, interprets policy in collaboration with department director.
- D) Coordinates work of township code enforcement officer and department administrative assistant.
- E) Insures that departmental work and staff comply with directions from the department director and adopted policies and procedures of the Board and Administrator.
- F) Staffs and provides technical assistance to the Miami Township Zoning Commission and Board of Zoning Appeals. Creates reports and collaborates to form staff recommendations. Makes presentations and assists director with presentations and meeting coverage. Drafts and reviews meeting minutes, prepares agendas, organizes and delivers case materials and posts required notifications.
- G) Accepts and reviews zoning applications. Determines completeness of the applications and compliance with the Zoning Resolution.
- H) Reviews property maintenance and zoning determinations by code enforcement staff and collaborates with director in evaluating cases for elevated enforcement activity. Backs up and assists code enforcement staff with onsite inspections.
- I) May serve as a witness in court proceedings.
- J) Work closely with Clermont County Planning Commission and Building Department in zoning and planning matters; attends regional planning commission meetings.
- K) Maintains database of all zoning permits, enforcement violations, zoning and appeals cases, and insures that database remains up to date.
- L) Provides assistance to developers, builders and residents on planning, zoning and property maintenance related questions and issues.
- M) Assists director in updating the Official Zoning District Map and insures that the department webpage content is accurate and up to date.

- N) Maintains a complete file of zoning permits issued including all applications, drawings, plans and permits; maintains a complete file of all Zoning Commission and Board of Zoning Appeals cases and an archival system for old cases.
- O) Supports the Clermont County Prosecutor's Office and the Township Law Director in enforcement matters.
- P) Works with citizens, citizen groups, public agencies and officials on planning, zoning and general development issues as they relate to the Township.
- Q) Maintains a working knowledge of current trends in the fields of planning, zoning, and related topics through research and involvement in professional organizations.
- R) Assists the code enforcement officer in the investigation of zoning and property maintenance violations, such as by receiving follow up calls, advising violators of corrective actions, organization of files and paperwork, tracking violation notices and follow-up on compliance.
- S) Drafts routine and special correspondence and undertakes special research projects.
- T) Serves as first point of contact for all incoming department phone calls, internet contacts and drop-in visitors; coordinates with the departmental assistant for effective routing of calls and visitors.
- U) Assists and provides backup to department employees.

OTHER DUTIES AND RESPONSIBILITIES:

1. Abide by the Standards of Conduct as defined by Township Administration.
2. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS:

- **Knowledge of:**
 - Township zoning resolution and property maintenance
 - Applicable County and State zoning regulations and procedures
 - Land-use planning practices
 - Principles and practices of effective zoning administration, enforcement, and planning
- **Skill in:**
 - Dealing effectively with public officials, co-workers, other organizations and the general public
 - Office technology and organization
 - Interpersonal communication (written and verbal)
 - Reading and interpreting site plans
- **Ability to:**
 - Address the concerns of the public in a professional manner
 - Effectively make decisions and recommendations to the Director regarding all planning and zoning matters and think creatively to improve operations
 - Compose comprehensive reports, proposals, letters, meeting minutes
 - Maintain various zoning files and records, financial records of receipts and expenditures

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS (for purposes of ORC 4167):

1. Must be able to work independently without close supervision.
2. Ability to perform plan review, office related duties, and access a wide variety of residential and commercial/industrial construction sites, buildings, and properties. (The majority of these sites and buildings are not completed and do not have a finished grade.) Perform field inspections over various topographic conditions, with slopes ranging from flat (0%-6%), to moderate (6%-12%), to severe (over 12%).
3. Frequently required to sit and talk or hear, move and extend arms in a wide range of movements to reach for files, documents, publications and equipment handles, and have the ability to grasp, hold various types of equipment, and at a minimum level operate a keyboard/typewriter.
4. Visually define, recognize, evaluate and differentiate objects, such as written information, messages, warning signs and safety hazards that may be encountered during field inspections.
5. Drive a motorized vehicle in all types of traffic and weather conditions.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature

Date

Township Administrator Signature

Date

Office administration/jobdescriptions/ Township Planner. (approved 4.11.16)