



TOWNSHIP PLANNER MIAMI TOWNSHIP (CLERMONT COUNTY), OHIO

The Miami Township Department of Community Development is pleased to announce an opening for a full time Township Planner.

Miami Township, Clermont County is located along the eastern I-275 loop in southwest Ohio, less than a 20 mile drive from downtown Cincinnati. Bordering the beautiful Little Miami River, Miami Township contains five miles of the 78 mile Little Miami Scenic Trail system. With over 43,000 residents and 33 square miles of area, and including a diverse business environment – Miami Township will provide an interesting and challenging career opportunity for the Township Planner.

The Township Planner is a highly responsible position within the Township's busy Community Development office. Working closely with the Community Development Director, the Township Planner will be responsible for all aspects of work within the Department, in particular issuing zoning permits, answering constituent questions, supporting zoning boards, overseeing daily office operations, supporting code enforcement, assisting businesses with zoning procedure, creating and organizing important records, conducting field work, writing reports and attending meetings.

Applicants should have a minimum of three years experience in a public planning/zoning agency and a related college degree, or high school degree with significant experience. A successful history in customer service, some background in property maintenance and knowledge of graphics software would be very helpful. Experience in or the ability to learn database programs such as IWork and typical planning software tools such as Arcview is necessary. Must have proficiency in Microsoft Office products—word, excel, power point. Applicants should enjoy helping the public and possess excellent writing skills.

The detailed job description is available at this link: <https://www.miamitwpoh.gov/PDF/CD/101121-TownshipPlanner.pdf>

Please e-mail any questions or resume with statement of interest to: Brian.Elliff@MiamiTwpOh.gov .

Current position salary level is approximately \$60k.

Open until filled.