

OPEN POSITION

Zoning Administrator – Full-Time

Delhi Township, OH

Date Posted: November 9, 2018

Deadline to Apply: November 30, 2018

Job Title: Zoning Administrator

Position Type: Full-Time

Job Location: Fire Headquarters
697 Neeb Road

Salary: \$54,980 - \$60,000 per year (DOQ)

Hours: Monday – Friday 8:00am – 4:30pm

Population: 29,510

Delhi Township located in the western portion of Hamilton County is accepting applications for the position of Zoning Administrator. The Zoning Administrator works under the direct supervision of the Community Development Director and will assume the duties and responsibilities of the Community Development Director in his absence.

The Zoning Administrator may assist other Township and Hamilton County departments with respect to matters concerning code enforcement, mapping, and GIS. The Zoning Administrator must maintain good working relationships with all Township employees, with departmental contractors, with the business community and residents as well as with other governmental agencies.

The Zoning Administrator will develop and maintain a thorough knowledge of the Township Zoning Resolution and nuisance regulations as well as Township and Department procedures and policies. The Zoning Administrator will assist in conducting research or studies into zoning, land use, and other department matters. The Administrator will assist citizens, developers, and contractors in completing submission requirements for zoning certificate applications, appeals, amendments, subdivisions, and other required paperwork; then process the documents.

The Administrator will physically investigate complaints alleging violations to Township zoning and nuisance regulations, documenting findings, and taking photographs. This position will assist the Community Development Director with day to day activities and functions of department.

This position requires a bachelor's degree from an accredited college or university with a major in urban planning, community planning, or related field. Bachelor's degree may be substituted if the applicant has ten (10) years of zoning experience, preferably township based. Employee must be proficient in the use of Windows based computer operating systems, geographic information system (GIS) preferred. Experience in code enforcement is preferred. Must possess and retain a valid driver's license and be insurable through the Township's insurance carrier.

How to Apply:

Submit a cover letter, resume, and an employment application to the HR Manager. Applications will be accepted through November 30, 2018. Application can be downloaded from the Delhi Township website at www.delhi.oh.us as well as viewing the full job description.



DELHI TOWNSHIP
THE FLORAL PARADISE OF OHIO