



Job Title: Zoning Administrator
Department: Community Development
Reports to: Community Development Director
Type: Full-Time
Classification: Salary, Exempt
Adopted/Revised: October 30, 2018

POSITION SUMMARY:

The Zoning Administrator manages, interprets, and enforces adopted zoning regulations and land use plans as well as other adopted land use regulations (e.g. nuisance regulations). The Zoning Administrator serves as the Assistant Community Development Director. This position also serves as Secretary to the Delhi Township Zoning Commission and the Delhi Township Board of Zoning Appeals, as well as acting as liaison to various County and regional agencies.

POSITION FACTS:

Weekend Work Required:	As Needed
Shift Work Required:	As Needed
Overtime:	Not Applicable
Covered by Collective Bargaining Agreement:	No

RELATIONSHIPS AND CONTACTS:

The duties of the Zoning Administrator are performed independently under the general direction of the Community Development Director and will assume the duties and responsibilities of the Community Development Director in his / her 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.

LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS:

The Community Development office is located within the Fire Headquarters building at 697 Neeb Road. Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday excluding holidays. The Zoning Administrator routinely travels throughout the Township properties. Day-to-day responsibilities will require travel to and working from properties located within the Township, as well as areas outside the Township. The Zoning Administrator must maintain the physical condition appropriate to the performance of assigned duties and responsibilities which include the ability to personally and physically inspect properties (including construction sites and structures, both finished and under construction); standing for long periods of time; walking over rough terrain; bending, crouching, or squatting; pushing, pulling, lifting, or moving varying amounts of weight; climbing stairs / ladders; and operating assigned equipment. Employee may be exposed to unfavorable weather, hazards at construction sites, and / or fumes, odors, and chemicals.

ESSENTIAL DUTIES / RESPONSIBILITIES:

1. Develop and maintain a thorough knowledge of the Township Zoning Resolution / nuisance regulations as well as Township and Department procedures and policies; including the ability to interpret and understand all aspects of the Township Zoning Resolution and nuisance regulations.
2. Assist in conducting research or studies into zoning, land use, and other department matters; prepare thorough reports.
3. Participate in any planning or land use matters involving the Township.
4. Assist citizens, developers, and contractors in completing submission requirements for zoning certificate applications, appeals, amendments, subdivisions, and other required paperwork.
5. Process zoning certificate applications, appeals, amendments, subdivisions, and the like.

6. Read and understand site plans, survey plats, and construction drawings.
7. Process zoning certificate applications by way of performing plan review and making site inspections.
8. Physically investigate complaints alleging violations to Township zoning and nuisance regulations, documenting findings, and taking photographs (as warranted for evidentiary purposes).
9. Communicate with property owners and complainants concerning violations or allegations.
10. Mediate correction of violations.
11. Respond to requests for confirmation of property zoning classification.
12. Process certificate of compliance applications by way of making site inspections.
13. Assist Community Development Director with day to day activities and functions of department.
14. Analyze issues and render difficult recommendations / decisions.
15. Perform violation inspections during non-traditional work days / hours; must be able to attend evening public meetings as needed.
16. Serve as the secretary and attend meetings of the Zoning Commission and the Board of Zoning Appeals.
17. Act as representative on behalf of the Township at meetings and / or conferences, including attending Board of Trustee Meetings, as warranted.
18. Assist in the preparation and processing of grant applications.
19. Appear as a witness in court proceedings, as warranted.
20. Assist and perform the duties and responsibilities of the Inspector, as warranted.
21. Assist in answering incoming telephone calls and forward to the appropriate departments and main counter coverage greeting visitors to the Fire Headquarters building.
22. Develop and maintain a thorough knowledge of contemporary land use planning and code enforcement concepts.
23. Communicate succinctly and effectively, both orally and in writing.
24. Deal effectively with the community, community leaders, and organizations; including the ability to deal with persons under adverse conditions.
25. Possess excellent organizational skills.
26. Report for duty dependably and punctually.
27. Perform all tasks in a safe manner, following applicable safety rules and using applicable personal protective equipment.
28. Performs and fulfills the duties of the Community Development Director in the absence of the Director.
29. Perform additional responsibilities as assigned by the Community Development Director or the Township Administrator.

TOOLS AND EQUIPMENT:

Must be able to use personal computer, Microsoft office products, printers, copiers, phone, calculator, measuring wheel, noise decibel meter, and light measuring equipment.

TEAMWORK AND PARTICIPATION:

- Create ideas that improve production, organizational performance, or result in cost or time savings for the Department and Township.
- Become actively involved in decisions affecting work detail.
- Communicate in a positive and respectful manner with customers.
- Demonstrate flexibility and cooperative attitude when faced with change.
- Follow policies and procedures of the Community Development Department and Delhi Township.

MINIMUM QUALIFICATIONS:

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. Ability to read and understand site plans, survey plats, and construction drawings. Experience in code enforcement is preferred. Must possess and retain a valid driver's license and be insurable through the Township's insurance carrier.

SELECTION PROCESS:

Applicants may be required to submit cover letters, resumes, and applications. All applicants may be subject to a general proficiency exam to establish an interview schedule. Selection is based on the most qualified applicant determined by one or more in-person interviews.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

If applicant meets all requirements and characteristics as indicated in the job description, hiring may be contingent upon successful completion of physical including a drug test, background check, and voice stress analyzer test.