



Job Title: Zoning Commission Member
Department: Community Development
Reports to: Community Development Director
Type: Appointed
Classification: Non-Exempt
Adopted/Revised: October 30, 2018

POSITION SUMMARY:

Zoning Commission Members make recommendations to the Board of Trustees on amendments to the Zoning Resolution / Map, initiate amendments to the Zoning Resolution / Map, make recommendations on Hillside Development (“HD”) District reviews, and adopt rules for the conduction of the Commissions’ business.

POSITION FACTS:

Weekend Work Required:	No
Shift Work Required:	Yes, Evening Meetings
Overtime:	Not Applicable
Covered by Collective Bargaining Agreement:	No

RELATIONSHIPS AND CONTACTS:

Duties of Zoning Commission Members are performed collectively as a commission. Members maintains working relationships within the Township with the Board of Trustees; Township Administrator; Community Development Director; Board of Zoning Appeals; and Law Director. Maintain working relationships outside the Township with the Hamilton County Regional Planning Commission (HCRPC); Ohio-Kentucky-Indiana Regional Council of Governments (OKI); Hamilton County Engineer; Hamilton County Soil & Water Conservation District; Hamilton County Department of Public Works; Metropolitan Sewer District (MSD); Cincinnati Water Works (CWW); and other agencies as appropriate.

LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS:

Work sites include the Township Administration Building meeting room, properties within Delhi Township where requests for amendments to the Zoning Resolution / Map have been submitted, as well as areas outside the Township. Zoning Commission Members 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), climb stairs, and travel to such properties as warranted. Members may be exposed to unfavorable weather, hazards at construction sites, and / or fumes, odors, and chemicals.

ESSENTIAL DUTIES / RESPONSIBILITIES:

1. Attend meetings and / or hearings of the Zoning Commission.
2. Initiate amendments to the Zoning Resolution / Map, as warranted (pursuant to Section 519.12 of the Ohio Revised Code).
3. Make recommendations to the Board of Trustees on proposed amendments to the Zoning Resolution / Map (pursuant to Section 519.12 of the Ohio Revised Code).
4. Adopt rules for the conduction of the Zoning Commissions’ business (pursuant to Section 519.05 of the Ohio Revised Code).
5. Monitor the Zoning Resolution and suggest amendments thereto, as warranted.
6. Monitor operations of the Community Development Department and suggest changes thereto, as warranted.
7. Make recommendation to the Community Development Director on Hillside Development (“HD”) District reviews.

8. Inspect properties where requests for amendments to the Zoning Resolution / Map have been submitted within strictures of Section 121.22 of the Ohio Revised Code (Sunshine Law).
9. Perform property inspections during non-traditional work days / hours.
10. Respond to requests from the Board of Trustees for special studies in regard to zoning / land use matters.
11. Respond to requests from the Board of Zoning Appeals concerning identified deficiencies of the Zoning Resolution requiring amendment thereto so to address.
12. Act as representative on behalf of the Township at meetings and / or conferences, when authorized.
13. Must be a resident of Delhi Township.
14. Possess and retain a valid driver's license.
15. Must have excellent public relations skills.
16. Develop and maintain a thorough knowledge of contemporary land use planning.
17. Establish and maintain cordial and effective working relationships.
18. Interpret and understand all aspects of the Township zoning regulations.
19. Read and understand site plans, survey plats and construction drawings.
20. Communicate succinctly and effectively, both in writing and verbally.
21. Conduct complex research and prepare thorough reports.
22. Analyze issues and render difficult recommendations / decisions.
23. Report to duty dependably and punctually.
24. Possess excellent organizational skills.
25. Perform all tasks in a safe manner, following applicable safety rules and using applicable personal protective equipment.

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:

Must be a Delhi Township resident. 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.