



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

POSITION SUMMARY:

Board of Zoning Appeals Members make decisions on requests for variances and special zoning certificates, suggest amendments to the Zoning Resolution / Map, and adopt rules for the conduction of the Boards' 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 Board of Zoning Appeals Members are performed collectively as a board. Members maintains working relationships within the Township with the Board of Trustees; Township Administrator; Community Development Director; Zoning Commission; and Law Director. Maintain working relationships outside the Township with 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 variances and special zoning certificates have been submitted, as well as areas outside the Township. Board of Zoning Appeals 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 Board of Zoning Appeals.
2. Hear and decide appeals from decisions and / or orders of the Township zoning inspectors (pursuant to Section 519.14 of the Ohio Revised Code).
3. Hear and decide requests for special zoning certificates, as enumerated in the Zoning Resolution, pursuant to Section 519.14 of the Ohio Revised Code.
4. Adopt rules for the conduction of the Board of Zoning Appeals' business (pursuant to Section 519.15 of the Ohio Revised Code).
5. Monitor the Zoning Resolution / Map and suggest amendments thereto, as warranted.
6. Monitor operations of the Community Development Department and suggest changes thereto, as warranted.
7. Inspect properties where requests for variances and special zoning certificates have been submitted within strictures of Section 121.22 of the Ohio Revised Code (Sunshine Law).
8. Subpoena witnesses to appear at hearings as warranted.
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. Act as representative on behalf of the Township at meetings and / or conferences, when authorized.
12. Must be a resident of Delhi Township.
13. Possess and retain a valid driver's license.
14. Must have excellent public relations skills.
15. Develop and maintain a thorough knowledge of contemporary land use planning.
16. Establish and maintain cordial and effective working relationships.
17. Interpret and understand all aspects of the Township zoning regulations.
18. Read and understand site plans, survey plats and construction drawings.
19. Communicate succinctly and effectively, both in writing and verbally.
20. Conduct complex research and prepare thorough reports.
21. Analyze issues and render difficult recommendations / decisions.
22. Report to duty dependably and punctually.
23. Possess excellent organizational skills.
24. 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.