Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Assistant Administrator / Development &amp; Zoning Director</th>
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<tr>
<td>Job Location</td>
<td>Administration Office</td>
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<tr>
<td>Reports to</td>
<td>Township Administrator</td>
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<tr>
<td>Department</td>
<td>Development &amp; Zoning</td>
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<tr>
<td>Date</td>
<td>03/11/2014</td>
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<td>Approved</td>
<td>3/12/2014</td>
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Job Summary

Responsible for assisting the Township Administrator as needed and overseeing the Zoning Department, including coordinating update and implementation of the Comprehensive Plan, managing enforcement of the Zoning Resolution, ensuring proper issuance of permits and review of proposed development, administration of community planning efforts, supervision of department staff and other tasks under the direction of the Township Administrator including the IT department and/or contracts. Serving the role of the statutory Zoning Inspector as defined by Section 519.16 of the Ohio Revised Code.

Supervision Responsibilities

Supervision of Development & Zoning Department Personnel, which includes:
1. Supervising, delegating assignments and responsibilities to, and disciplining department personnel, as needed.
2. Reviewing and approving employee timesheets to verify time worked.
3. Evaluating work procedures and employee job knowledge/performance and initiating appropriate training and corrective action based upon these ongoing evaluations.
4. Annually evaluating performance of department personnel and recommending wage adjustments, as merited.

Essential Functions

1. Assist the Township Administrator and the Board of Trustees, as requested.
   a. Provide public relations support.
      i. Write and distribute press releases regarding business before the Board of Trustees.
      ii. Respond to public inquiries and correspondence with the Board of Trustees.
      iii. Provide regular reports and articles for the Township Newsletter, as directed.
b. Publish regular demographic information and assist with the U.S. Census.
c. Provide technical assistance and advice on computers and electronics.
d. Database and provide public access to policies adopted by the Board of Trustees.
e. Assist with implementation of approved policies and resolutions of the Board of Trustees.
f. Provide fiscal analysis and reports for the Township Administrator, as directed.
g. Administer a township fundraising campaign to seek alternative funds for planned projects and operations to diversify funding sources and lessen burden on taxpayers, specifically the General Fund (i.e., bike & recreation trails).
h. Other tasks, as needed.

   a. Report department activities to the Township Administrator, to the Board of Trustees, Zoning Commission and Board of Zoning Appeals and to the public.
   b. Oversee department revenues/expenditures and secure necessary approvals prior to encumbrances to ensure budget compliance, oversees financial transactions & bank deposits.
   c. Attend Board of Trustee meetings (first meeting monthly required, others required as needed).
      i. Present Resolutions under ORC 505.86 and 505.87, as directed.
      ii. Make recommendations to Trustees on issues relating to matters including staffing levels, budgeting, training, discipline, equipment needs, as well as needed revisions to the Township Zoning Resolution, zoning fee schedule and zoning applications.
      iii. Update the Board regarding all current or impending zoning litigation.
   d. Attend Zoning Commission (ZC) & Board of Zoning Appeals (BZA) meetings, as needed.
      i. Ensure pending applications are properly reviewed with staff comments and/or recommendations, as necessary to provide appropriate support information and findings.
      ii. Request Zoning Commission action on zoning enforcement matters, as needed.
      iii. Offer staff assistance in drafting text amendments under the direction of the Zoning Commission and/or Board of Trustees.

3. Manage Enforcement of the Zoning Resolution.
   a. Develop policies and procedures necessary to effectively and efficiently enforce the Zoning Resolution. Oversee their implementation.
   b. Ensure proper review and action upon zoning permits, along with a system of keeping records.
   c. Monitor complaints received, regular inspections of Township properties and ensure proper notification and action is ordered, when needed to correct outstanding violations. Inform the Board of Trustees of complaints that remain unresolved.
   d. Monitor and levy appropriate penalties for zoning violations.
   e. Work with the Prosecutor’s Office to order discontinuance of noncompliant land uses, buildings and/or structures or order other corrections of zoning violations.
   f. Ensure final approved development plans are reviewed to verify ongoing compliance by developers, property owners and management organizations.
   g. Review and take appropriate action on all applicable subdivision plats and lots splits submitted to Delaware County Regional Planning Commission (DCRPC).
      i. Act as Representative to the DCRPC, as required.
ii. Participate on DCRPC Inspector Roundtable.

4. Administration of Community Planning Efforts.
   a. When authorized by the Board of Trustees, work with necessary community volunteers and use good planning practices to facilitate consensus building relative to the community’s vision, developing appropriate recommendations and establishing a plan for implementing such recommendations.

5. Implementation of the Comprehensive Plan and any adopted amendments.
   a. Oversee implementation of the Comprehensive Plan and report updates to the Township Administrator and Board of Trustees, as necessary.
   b. Conduct studies and develop recommendations for the Board of Trustees or others.
   c. Participate on Liberty Township Comprehensive Plan Implementation Team.

   a. Ensure proper treatment of any revenues received with applications or otherwise.
   b. Provide positive and prompt customer service to visitors, phone calls and e-mails.
   c. Establish and maintain effective working relationships with government officials, other departments, employees, the general public, and board members

Additional Responsibilities

Actively participate in other township and community boards including:
1. Mid-Ohio Development Exchange (MODE)
2. Delaware Soil & Water Conservation District (DSWCD)
   a. Educational Advisory Board
3. Mid-Ohio Regional Planning Commission (MORPC)
4. Ohio Township Association (OTA)
   a. Inspector Group

Qualifications

Bachelor’s degree in public administration, planning, public policy or a related field is preferred. Master’s degree preferred. A minimum of five (5) years of experience in planning/zoning required. Previous supervisory experience and AICP certification preferred.

Must possess a valid Ohio Driver’s License. Must be able to deal firmly, tactfully, and courteously with employees, board members and the general public. Must demonstrate leadership and project management abilities.