

**HAMILTON TOWNSHIP
JOB POSITION DESCRIPTION**

Position Title: **Planning and Zoning Administrator**
Department: Administration
Immediate Supervisor: Township Administrator
Pay Rate: \$50,000+ DOQ
Hours: 8:00 am – 4:30 pm (plus evening meetings)
Classification: Exempt

JOB RESPONSIBILITIES:

The Planning and Zoning Administrator is responsible for oversight and management of land use planning and zoning functions of the Township. The incumbent is responsible for the enforcement of the Township's Zoning Code and Resolutions. They will staff the Board of Zoning Appeals and the Zoning Commission. While serving as staff to these boards, the Zoning Administrator exercises independent judgment based on the interpretation of the land use plan, zoning codes and the needs and best interests of the Township. The incumbent will also serve as the Township's liaison to appropriate Warren County agencies, and other organizations as determined by the Township Administrator or Board of Trustees.

QUALIFICATIONS:

Bachelor's Degree in planning/related field experience, or equivalent work experience. Three to five years of experience in land use planning and zoning including zoning inspection and enforcement. Equivalent experience in a related field may also be considered at the discretion of the Township Administrator.

RESPONSIBILITIES AND DUTIES:

- Oversee and manage the planning and zoning functions of the Township.
- Recommends improvements in the Zoning Resolution and the Land Use Plan and investigates land use matters in the interest of Hamilton Township residents and business owners.
- Maintains updated maps of zoning districts.
- Coordinates the work of any parties (consultants or volunteers) retained for land use planning matters.
- Meets with and guides residents and others dealing with land use and zoning matters.
- Enforces the zoning resolution through the granting or denial of permits; field inspections (in conjunction with the Zoning Inspector); investigation of complaints by citizens and assists with civil and criminal court procedures when required.
- Processes zoning amendment requests and assists the Zoning Commission and the Board of Trustees as required in regard to written reports, recommendations, and Resolutions.
- Processes appeals for the Board of Zoning Appeals.
- Monitors compliance and enforces decisions of the Boards and Commissions.

- Attends all regular meetings of the Zoning Commission, Board of Zoning Appeals and all hearings relating to land use planning and zoning before the Board of Trustees and/or as required by that body.
- Maintains accurate records of the proceedings of the Zoning Commission and Board of Zoning Appeals, including the assurance of accurate meeting minutes, preparation of resolutions, etc.
- Works directly with Economic Development Director on land use and development.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of land use planning and zoning techniques.
- Knowledge of Economic Development tools and incentives.
- Ability to guide community growth and redevelopment through participatory planning.
- Ability to analyze land uses and re-zoning requests and prepare reports.
- Ability to speak effectively to the public in adverse situations.
- Ability to read a variety of maps and blueprints.
- Knowledge of typical zoning standards and appeal principles and an ability to gain compliance through a variety of pre-enforcement approaches.

Secondary Abilities:

- Read and interpret documents such as site plans, instructions, and procedure manuals.
- Write routine reports and correspondences.
- Apply concepts such as commissions, fractions, percentages, ratios, and proportions to practical situations.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Assess, plan, organize, and execute essential job functions without a need for constant supervision.
- Cooperate with fellow employees and general public.
- Understand written and oral instructions.
- Distinguish and disseminate sensitive information with good moral character.
- Knowledgeable of geography of Township.

ESSENTIAL FUNCTIONS:

- Sit at a desk for potentially long periods of time.
- Conduct site visits and inspections under potentially severe weather conditions.
- Hold a valid driver's license in order to transport him/herself to inspection sites and/or meetings.
- Attend civil and criminal court proceedings, as needed.
- Knowledge and ability to operate basic office equipment, such as telephone, computer, fax machine, copier, etc.
- Computer literacy in Microsoft programs and GIS.

PHYSICAL DEMANDS

Meets entry-level physical requirements pertaining to health as required by OSHA. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee frequently is required to stand and reach. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move more than 15 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; high, precarious places; risk of electrical shock; explosives; and risk of radiation.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; polygraph; CVSA; physical; psychological profile; drug and alcohol test; job related tests may be required.

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.