

RICHFIELD TOWNSHIP JOB DESCRIPTION

JOB TITLE: Zoning Inspector

REPORTS TO: Township Administrator and Board of Trustees

DEPARTMENT: Administration

JOB SUMMARY:

Under the administrative direction of the Township Administrator. Administers and directs the enforcement of the Township Zoning Resolution and is accountable for the development and revision of the Township Land Use and Comprehensive Plan. Responsible for the development and implementation of procedures and the coordination of planning, zoning, and subdivision activities between the township departments and other agencies involved.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Township Zoning Inspector shall, under the direction of the Board of Trustees and Administrator:

1. Develop, implement, and enforce the Zoning Resolution, policies and procedures.
2. Review applications for zoning permits, review all subdivisions, and conducts on-site inspections as needed.
3. Act as administrative liaison between the Board of Zoning Appeals, Zoning Commission, and Township Administrator; collect information and prepare materials and reports as required by the Commission, Boards and Township Administrator.
4. Prepare reports, agendas, minutes, scheduling, applications and records for all zoning boards.
5. Advise and coordinate with the Service Department, Fire Department, Police Department, and all other agencies involved with zoning and site plan review.
6. Account to the Township Fiscal Officer for monies collected and received for zoning fees.
7. Propose resolution amendments to the Zoning Commission, maintains an up-to-date Zoning Resolution and Zoning Map.
8. Advise legal counsel of pending legal problems and request legal advice.
9. Consult as appropriate on site plan reviews.
10. Other duties as assigned, such as providing zoning input to Joint Economic Development District (JEDD) and potential annexations.
11. Respond to inquiries about land use.

ESSENTIAL QUALIFICATIONS:

Successful zoning experience in township, county or municipal government. Must have a high school diploma or equivalent. Some college education is desirable. Must have a valid Ohio Driver's License and must maintain it in good standing.

ESSENTIAL MENTAL FUNCTIONS:

1. Ability to communicate well and explain in simple terms the technical provisions of the Zoning Resolution. Must be able to assist people in solving zoning-related problems.
2. Working knowledge of township zoning, planning and constructions processes.
3. Working knowledge of computer systems and electronic data processing equipment.
4. Working knowledge of modern office practices and modern office equipment.
5. Ability to prioritize task assignments.
6. Ability to communicate effectively both orally and in writing.
7. Ability to concentrate on a given task for an extended period of time.
8. Ability to work with people and handle stressful situations arising from citizen government conflict.
9. Ability to work through complex tasks and anticipate logical outcomes.
10. Ability to understand and follow oral and written instructions.
11. Ability to interact effectively with township personnel, the public and other governmental entities.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The majority of work is accomplished while sitting with intermittent periods of standing and walking.
2. Ability to operate office related equipment, such as computers, telephones, copy machines, calculators, etc.
3. Ability to drive and make on-site inspections as needed.