

Deerfield Township Job Description

POSITION TITLE: PLANNING AND ZONING DIRECTOR

Department: Planning and Zoning
Reports to: Township Administrator
Classification: Full-Time, Salaried, Exempt
Pay Range: \$74,315 - \$106,827
Probation: 180 days
Work Hours: 8:00 AM to 4:30 PM, some evenings

JOB RESPONSIBILITIES:

Serves as a member of the Township management team, with specific responsibility for directing and coordinating all Planning and Zoning Department activities, including but not limited to planning, zoning, code enforcement, and neighborhood revitalization. General responsibility for assuring the effective and efficient performance of the Planning and Zoning Department operations commensurate with the overall organizational objectives and priorities; and other appropriate duties as assigned by or through the Township Administrator or his designee.

DISTINGUISHING FEATURES OF THE CLASS:

This is important and responsible administrative, supervisory and operational work involving the use of mature judgment, planning abilities and organizational skills in directing, coordinating and carrying out all activities within the Planning and Zoning Department. The employee consults with the Township Administrator on problems of overall policy and planning and receives general instructions as to priorities, programs and acceptable performance levels; otherwise, the employee functions with a high degree of independence, requiring the exercise of initiative, judgment and extensive public relations abilities necessary to direct, coordinate and carry out the activities of planning, zoning, code enforcement, and neighborhood revitalization.

EXAMPLES OF WORK: (Illustrative only)

- Plan, organize, direct and coordinate all Planning and Zoning Department activities under the immediate direction of the Township Administrator;
- Confer with the Township Administrator regarding priorities, policies, programs and acceptable performance levels with respect to the Planning and Zoning Department as it relates to overall organizational objectives;
- Consult with Township Law Director regarding planning and zoning issues;
- Attend regular staff meetings with the Township Administrator and other department heads in an effort to maximize interaction and communication in the process of formulating and carrying out overall Township objectives and daily Planning and Zoning Department activities;
- Supervise and evaluate the performance of subordinate employees;

- Prepare and submit to the Township Administrator an annual budget for all Planning and Zoning Department activities;
- Procure all supplies for carrying out Planning and Zoning Department activities;
- Review and apply all applicable local resolutions and regulations dealing with planning, zoning and development;
- Construct a clear and precise procedural sheet and plan requirement sheet for each type of planning, zoning or development request that comes before the Township for consideration;
- Review all plans, development requests and zoning change applications and oversee the preparation of a detailed report on each;
- Perform zoning studies as directed;
- Research aspects of current and long-range planning and zoning programs, techniques, controls and implementation;
- Design and comprehensive improvement programs for neighborhood revitalization;
- Recommend appropriate fees for planning, zoning and development requests and oversee the collection thereof;
- Prepare updates to local resolutions and regulations to keep in line with the latest planning standards as well as community objectives;
- Serves as the Township's point of contact for business location inquiries;
- Record and report on property and zoning inspections;
- Respond to citizens and developers on a broad range of planning and zoning issues;
- Prepare, gather, and present data for the Board of Trustee, Board of Zoning Appeals and Zoning Commission meetings;
- Prepare reports, as directed, for the Township Administrator or his designee as directed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of planning and zoning theory, principles and practices; general knowledge of building construction, materials and practices and the methods of design; thorough knowledge of the Township zoning resolution; good knowledge of modern management techniques; ability to read and understand construction drawings and engineering plans; good knowledge of land use economics and analysis techniques; ability to relate plans, specifications and blue prints with actual construction in process; ability to maintain effective working relationships with developers, building owners and contractors; administrative and supervisory abilities; good public relations and public speaking skills; strong understanding of the legal aspects of planning, zoning and land subdivision; good physical condition and neat appearance.

ACCEPTABLE EXPERIENCE AND TRAINING:

Extensive combined experience in planning, zoning, and neighborhood revitalization; graduation from an accredited college or university, preferably with a Master's Degree; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. AICP preferred.

ADDITIONAL REQUIREMENTS:

Possession of a valid motor vehicle operator's license issued by the State of Ohio.