

Phone: (330) 678-0739  
 Fax: (330)  
 Email:  
 \_\_\_\_\_@brimfieldohio.gov



Brimfield Township  
 1333 Tallmadge rd.  
 Kent, Ohio 44240

## Job Description

<b>Job Title</b>	<b>Zoning Inspector and Economic Developer</b>		
<b>Job Location</b>	Administration Office		
<b>Reports to</b>	Administrative Supervisor and Board of Trustees	<b>Department</b>	Development & Zoning
<b>Initial Date</b>		<b>Employee</b>	
<b>Review Date</b>		<b>Approved By</b>	

### Job Summary

The Township Zoning Inspector and Economic Developer is appointed by the Board of Trustees and serves under the supervision of the Administrative Supervisor. This individual is responsible for the administration and enforcement of Township zoning regulations. This position is the statutory Zoning Inspector for the township as defined in Section 519.16 of the Ohio Revised Code (ORC), and Chapter 9 of the Township Zoning Code.

### Supervision Responsibilities

This position has no supervision responsibilities and is a direct report to the Administrative Supervisor. This position also reports to the assigned liaison and the Brimfield Township Board of Trustees.

### Qualifications

This position requires Knowledge in civil engineering, business management, public administration, planning or a related field. An Associate or Bachelor's degree is preferred. Candidates must have a minimum of three (3) years of experience in either a full or part-time capacity in the fields of building construction, planning and zoning, economic development and/or inspections. Candidate must have understanding and knowledge of reading blueprints and translating them into field operation.

Must possess a valid Ohio Driver's License with less than 6 points. Must be able to deal tactfully, and courteously with employees, board members and the general public. Must demonstrate leadership and project management abilities. Background in Economic development is also preferred.

Satisfactory completion of a background investigation, and pre-employment drug screen is required. The candidate must also be able to deposit a bond, in accordance with Section 519.161 of the Ohio Revised Code, with the Township Fiscal Officer before entering upon the duties of this position.

## Essential Job Functions

- a. Ensures compliance with department policies and procedures, zoning code, and related ordinances.
- b. Serves as the Zoning department inspector meeting with developers, engineers, architects, and governmental agencies concerning development proposals and regulations.
- c. Prepares legal notices for public hearings and insures notices are published as required by development related ordinances.
- d. Issues various zoning certificates and zoning permits
- e. Performs code interpretation, communications and application reviews, often analyzing complex issues, and providing recommendations.
- f. Coordinates meetings, performs research, makes interpretations of zoning code and related ordinances regarding zoning issues, and makes recommendations to Administrative Supervisor and Township Trustees.
- g. Explains zoning code to citizens.
- h. Responds to zoning and property complaints from the public.
- i. Assists public in locating subplots with dimensions from index and appropriate mapping/platting tools.
- j. Reviews minor subdivisions of land for approval.
- k. Prepares agenda for Planning Commission, Board of Zoning Appeals, meetings and notifies affected property owners.
- l. Maintains schedule for legal notices for Planning Commission, Board of Zoning Appeals and  
Attends and participates in board and commission meetings answering questions, recording decisions, and participating in follow-up discussions.
- m. Reviews reports and correspondence to insure completeness and accuracy.
- n. Researches information, as requested.
- o. Reviews applications for preliminary and final subdivision plats to insure completeness of application and compliance with Zoning and Subdivision Code. Schedules such plats for Planning and Zoning Commission meetings.
- p. Prepares written communications to the Board of Trustees.
- q. Manages and modifies, as necessary, the zoning approval process.

- r. Maintains a bi weekly payroll sheet for Administrative Supervisor.
- s. Attend Board of Trustee meetings and provide a report.
- t. Attend Zoning Commission and BZA meetings.
- u. Create and maintain an up-to-date inventory list annually.
- v. Abide by confidentiality requirements.

### Zoning Inspector- Knowledge, Skills & Abilities

**Shall have Knowledge of:**

- a. Office practices and procedures.
- b. Local zoning code, subdivision code, Ohio revised code, Ohio administrative code, and related ordinances.
- c. Organizing and planning techniques.
- d. Document preparation.
- e. Computer software including Windows operating system, MS Word, Excel, and Power point.
- f. Business English, spelling, grammar.
- g. Brimfield Townships zoning and property maintenance regulations.

**Have skills and abilities to:**

- a. Inspect sites and plans to insure compliance with the zoning code and ordinances.
- b. Receive zoning applications and schedule meetings with the appropriate commission.
- c. Clearly explain the zoning code and process to applicants.
- d. Coordinate the various township reports and combine these reports into a unified report.
- e. Issue zoning certificates for applications that meet the zoning code.
- f. Correspond with banks and financial institutions regarding foreclosures etc. as related to property and zoning enforcement.
- g. Develop and maintain effective working relationships with supervisor, co-workers, public officials, business leaders, contractors and the public.

- h. Effectively work in teams.
- i. Interprets plat maps, utility maps and drawings as related to the zoning code.
- j. Carry out daily work orders.
- k. Compile data for summary statistics.
- l. Use a personal computer.
- m. Use engineer scale.
- n. Plan, schedule and organize work.
- o. Perform basic research of records.
- p. Complete forms.
- q. Maintain accurate records.
- r. Answer the emails, telephone, forward calls and take accurate and complete messages.
- s. Communicate effectively in written and oral form.
- t. Respond to inquiries from the public and officials.
- u. Present a positive image to the public.
- v. Demonstrate excellent customer service.

The Economic Developer must have the knowledge, skills, and abilities of the Zoning inspector with the following.

**Shall have knowledge of:**

- a. Organizational development principles.
- b. Strategic planning.
- c. Land use and planning techniques and principles.
- d. Township Building and Zoning ordinances and regulations.
- e. Commercial/industrial goals and objectives.
- f. Local, county, state and federal special funding and tax incentive programs.
- g. Public administration.
- h. Cost analysis.
- i. Budget development and administration.
- j. Financial planning.
- k. Public relations.

**Have skills and abilities to:**

- a. Plan and implement land utilization programs.
- b. Identify and use state and federal resources.
- c. Interpret and apply local and state laws and ordinances.
- d. Conduct surveys and prepare accurate and concise reports.
- e. Prepare reports, recommendations and summaries.
- f. Maintain records.
- g. Represent the department to governmental officials, community groups and the media.
- h. Present a positive image to the public.
- i. Respond to inquiries from the public and officials.

### Physical Effort

The physical activity required for this position consists of manual dexterity, talking, hearing, reaching, stooping, sitting, climbing, walking on unstable ground at construction sites, and lifting up to 25lbs. The individual will occasionally be out of doors at township parks and be required to walk on uneven ground. The individual must be able to drive a vehicle and get into and out of the bed of a standard size pickup truck. The individual performs work where the seeing job is close to the eyes and at or within arm's reach, and also at varying distances, and requires viewing a computer terminal and smart phone screen, and proofreading materials and information.

### Work Locations

Work for this position will take place in an office provided by the Board of Trustees of Brimfield Township. Occasionally, it will require work out of doors, and at township parks and facilities. Meetings could take place at various locations in other government buildings, or in the professional offices of businesses. A standard array of office equipment will be provided.

### Personal Work Relationships

Individual will have contact with co-workers, employees, contractors and the general public. Individual will communicate with the public both verbally and in writing. Individual is responsible to maintain a positive working relationship with elected and appointed officials, supervisors, co-workers, government agencies and other individuals.

### Notification and Disclaimer

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor and or Board of Trustees.

This position description is presented for informational purposes only and can be changed at any time by the Board of Trustees of Brimfield Township with or without notice. The Zoning Inspector and Economic Developer is an employee at-will and either the employee or Brimfield Township can terminate the employment relationship at any time (for any reason or no reason). No representative of Brimfield Township has the authority to enter into an agreement that is contrary to the foregoing.