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Brimfield Township  
 1333 Tallmadge rd.  
 Kent, Ohio 44240

## Job Description

<b>Job Title</b>	<b>Zoning Department Secretary</b>		
<b>Job Location</b>	Administration Office		
<b>Reports to</b>	Administrative Supervisor and Zoning Inspector	<b>Department</b>	Administration
<b>Initial Date</b>		<b>Employee</b>	
<b>Review Date</b>		<b>Approved By</b>	Township Trustees

### Job Summary

The Zoning Department Secretary is appointed by the Board of Trustees and serves under the supervision of the Administrative Supervisor and Zoning Inspector. This individual is responsible for a wide variety of duties including data entry for zoning documents, removal of roadside signage, greeting walk-in guests at the Zoning office, answering phone calls and answering general questions from the public.

This is a full-time position as defined in the Brimfield Township Policy and Procedure Manual, Section 3.1. The work schedule will typically be 8:00am to 4:00pm Monday through Friday but could infrequently require evening or weekend hours. The salary range for the position will be based on the level of experience and qualifications of the person who holds this position.

### Supervision Responsibilities

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

### Essential Functions

#### Job functions:

- a. Greet walk-in guests at the Zoning office, answer phone calls and answer general questions from the public. Direct the public and questions to the appropriate office when necessary.
- b. Maintain and order office supplies for the Zoning office
- c. Proofread materials and information before sending out to the public.
- d. Set up meeting room for zoning meetings.
- e. Perform in accordance with the Brimfield Township Personnel Policy and Procedure Manual, Brimfield Township Fiscal Office policies and procedures and resolutions of the Board of Township Trustees.
- f. Develop and maintain effective working relationships with supervisors, employees, elected officials, and the public.
- g. Perform such additional related duties as determined and required by the Administrative Supervisor and Zoning inspector including but not limited to, participating in other township, and community boards and events.

- h. Work with the Administrative Supervisor on matters related to the operations of the township.
- i. Responsible to inform the Administrative Supervisor and Zoning inspector of all complaints received, including those that are forwarded to another township department for resolution.
- j. Maintain a biweekly payroll record and submit it to the Administrative Supervisor on the Monday morning of payroll week.
- k. Inform the Administrative Supervisor and Zoning inspector when planning to be out of the office on sick leave, personal leave or vacation leave.
- l. Create end-of-year reports as requested and needed.
- m. Responsible to coordinate and put together inventory list for the Zoning Department.
- n. Other duties as assigned.

### Qualifications

Minimum High School Diploma, bachelor's degree preferred. Previous experience working with local government is preferred. Computer technology and graphic presentation skills preferred. Excellent writing and verbal skills required. Knowledge of building terminology preferred.

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.

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.

### Knowledge, Skills & Abilities

The successful candidate shall:

1. Have knowledge of:
  - a. Computer literacy, including functional ability with MS Word, Excel, and PowerPoint applications.
2. Be skilled in:
  - a. Well-developed interpersonal and communications skills to establish and maintain effective working relationships with other employees, government officials, and the public, to negotiate effectively, and to deal with public relations problems courteously and tactfully.
  - b. Good customer service (in person, phone, email).
  - c. Identifying alternative solutions or approaches to problems, and then using logic and reasoning to compare strengths and weaknesses of those alternatives.
  - d. Using personal computer and email.
  - e. Good planning and organizational skills.
  - f. Following written and oral instructions.
3. Have the ability to:
  - a. Shall have the ability to communicate effectively, both verbally and in writing.
  - b. Shall possess excellent writing and grammar skills.
  - c. Shall have the ability to fluently speak the English language.
  - d. Shall have the ability to handle sensitive inquiries from, and contacts with the Administrative Supervisor, elected officials and the general public.

- e. Shall have the ability to work effectively with residents who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within the reasonable range of constructive behaviors.
- f. Shall have the ability to work independently, and to set and achieve goals.
- g. Shall have the ability to organize and maintain information, records, and paperwork.
- h. Shall have the ability to effectively plan independently, and in collaboration with other township offices and outside agencies.

### 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. 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 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 Secretary 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.