



Position Description

Position Title: Planning and Zoning Director

Reports To: Township Administrator

Employment Status: Full-Time

Work Location: 1535 Clough Pk., Batavia, Ohio 45103

FLSA Status: Exempt

Pay Range Dependent on Experience: Depends on Qualifications + benefits.

An Equal Opportunity Employer

Under the direction of The Board of Trustees, the supervision of the Township Administrator and consistent with the Ohio Revised Code supervises and directs the activities of the Zoning Department and its personnel. Ensures that the Batavia Township Zoning Resolution is evenly applied and suggests updates to keep the document current.

Education/ Experience

- Bachelor's Degree in a related field or five years experience in a similar position.
- Knowledge of Zoning and Development practices and Project management experience preferred.
- Demonstrated experience with local government or a public district is preferred.

Minimum Acceptable Characteristics and Abilities

- Demonstrates willingness to work flexible hours as required for evening meetings.
- Demonstrates a friendly approach with the staff and public.
- Maintains complete and accurate records for all zoning-related activity.
- Supervises Zoning Inspector and administers enforcement of Township Zoning Resolution.
- Ability to read and interpret zoning resolutions, regulations, maps, and blueprints.
- Possesses and maintains a valid driver's license.

Essential Functions and Responsibilities

- Reports to the Trustees on Zoning Department activity at monthly meetings.
- Coordinates with legal counsel regarding potential legal action relative to zoning matters.
- Maintains updates to the Zoning Resolution, Zoning District Map, and the Township Growth Plan.
- Represents the Township to Officials, residents, and agencies professionally on zoning and development matters.
- Attends and Prepares Agenda for the Township Zoning Commission and Board of Zoning Appeals monthly meeting.
- Attends workshops and seminars, which may require some travel.
- Completes other related duties as required.

General Workplace Matters

- The primary work location is at the Batavia Township Community Center.
- While performing the job duties, the employee must frequently walk, sit, talk, hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms.
- Must occasionally lift and move boxes weighing up to thirty pounds and handle materials and supplies. Specific vision abilities required by this job include close vision and the ability to focus.
- May encounter potentially emotional or enthusiastic persons.



Batavia Township Community Center
1535 Clough Pk., Batavia, Ohio 45103

Disclaimer and Employee Acknowledgment

This position description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Signature

Printed Name

Date

How To Apply

This document and the Batavia Township employment application can be found on the main page of BataviaTownship.org. Please drop off or mail this signed document, your resume, a cover letter, and the employment application to *The Batavia Township Community Center - 1535 Clough Pk., Batavia, Ohio 45103; Attn: Karen Swartz, Township Administrator.*

The deadline to apply is 03/28/2023