

**BOARDMAN TOWNSHIP**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Position Title:</b>	Asst. Director of Zoning and Development	<b>Pay Range:</b>	\$55,000 – \$60,000
<b>Office/Division:</b>	Zoning	<b>Employment Status:</b>	Full Time
<b>Reports To:</b>	Director of Zoning and Development	<b>FLSA Status:</b>	Non-Exempt

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**QUALIFICATIONS (An Example of Acceptable Qualifications):**

Minimum of two years college studies in planning, zoning, code enforcement, community development, public or business administration or similar fields.

Experience may substitute for higher education provided that the experience was meaningful to the job description in the opinion of the Trustees.

Knowledge of Microsoft Office Products. Knowledge and experience with Ohio Zoning Regulations and Ohio Revised Code emphasis in section 503, 504, 505 and 519 is preferred.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

Must have valid driver’s license. Must maintain insurability under Township’s insurance policy.

**MINIMUM ACCEPTABLE CHARACTERISTICS (\*Indicates Developed After Employment)**

**Knowledge of:** Township goals and objectives;\* Township policies and procedures;\* office practices and procedures; basic accounting; English grammar and spelling; records management; office management; word processing, data, and spreadsheet software;\* Township building and zoning codes;\* Ohio Basic Building Code; construction methods; public relations.

**Skill in:** Map interpretation; typing; data entry; computer operation; use of modern office equipment.

**Ability to:** Carry out instructions in written, oral, or picture form; complete routine forms and prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; handle sensitive inquiries from and contacts with officials and general public; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; calculate fractions, decimals, and percentages; maintain records according to established procedures; proofread technical documentation and building site plans; communicate effectively; understand variety of written and/or verbal communications; develop and maintain effective working relationships; travel and gain access to work site.

**ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)**

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Under the Direction of Director of Zoning and Development:

1. Administers and enforces zoning regulations and Home Rule regulations governing property maintenance (e.g. responds to inquiries from residents/contractors; receives applications for permits; issue/withhold zoning and occupancy permits in conformity with zoning ordinances and regulations; review drawings/blue prints for residential, business, commercial and industrial projects to determine compliance with codes/regulations; conducts field inspections for new construction to determine compliance with site plans and ordinances; reviews requests for variances; provides written notice of zoning violations and penalties to property owners; grant extensions of time to property owners to comply with zoning regulations).
2. Develops and processes case files as the Clerk for Board of Zoning Appeals, Zoning Commission, and Architecture Review Board.
3. Administers and enforces Home Rule Property Maintenance Code (e.g. receives/records incoming complaints; investigate complaints; conduct on-site inspections and re-inspections; determine validity of complaints; issues letter of violation to property owners with required remedy; maintains detailed case files with records and photographs; grants or denies time extensions; issues citations with assistance of police department; files citations in appropriate court; consults with township attorney regarding violations and citations; negotiates plea agreements with property owners in accordance with codes; testifies in court against violators; conducts court ordered inspections/follow-up).
4. Prepares, reports and tracks nuisance property assessments to the Mahoning County Auditor (e.g., maintain files for each assessment; prepare spreadsheets calculating assessments; etc.)
5. Supervises Zoning Department Staff (e.g., schedules and assigns work; trains and evaluates employee work performance; interviews job applicants and recommends their hire; approves leave requests according to established policy.)
6. Oversees information gathering, analysis and presentations in regard to planning; taking into consideration geographic, social, economic, political, and other factors that form the basis for land use decisions; develops and implements policies and procedures to ensure compliance with zoning regulations; develops and implements neighborhood and community plans.
7. Assists with financial reports for Zoning Department
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential

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Date Adopted: 04-2016  
Date Revised: 04-2016

Developed by:  
Clemans Nelson & Associates, Inc.

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functions.

9. Demonstrates regular, predictable, and punctual attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other related duties as assigned.

**EQUIPMENT OPERATED (The Following Are Examples Only and Are Not Intended To Be All Inclusive)**

Motor vehicle, telephone, computer network, personal computer, including word processing software, copy machine, printer, fax machine, scanner, camera, and calculator.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee: has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); may be exposed to hostile or upset members of general public; may be exposed to hot, cold, wet, humid, or windy conditions; exerts up to 30 pounds of force occasionally; up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects such as file boxes, records and the like.

**Note:** In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

**SUPERVISION RECEIVED:** Works under the close supervision of Zoning and Development Director

**POSITIONS SUPERVISED:** Zoning and Development Department Staff

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

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**(Approval of Appointing Authority)**

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**(Date)**

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**(Employee Signature)**

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**(Date)**