

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

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<b>Position Title:</b>	Secretary	<b>Name of Incumbent:</b>	
<b>Office/Division:</b>	Planning and 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):**

High school or GED equivalent supplemented by coursework in general office practices such as typing, filing, accounting and bookkeeping, data processing, or an equivalent combination of related education and experience. Some College preferred.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

None.

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

**Knowledge of:** Basic bookkeeping; \*Township goals and objectives; \*Township policies and procedure; office practices and procedures; basic accounting; English grammar and spelling; records management; office management; Microsoft Office suite (word processing, database, and spreadsheet software, and internet applications; \*Township building and zoning codes; \*Ohio Basic Building Code

**Skill in:** Typing; data entry; computer operation; use of modern office equipment.

**Ability to:** Carry out instructions in written, oral, or picture form; 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; communicate effectively; answer routine telephone inquiries.

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

1. Answers telephone, directs call to proper staff; greets visitors to Boardman Township Government Center and directs visitors to appropriate office as necessary; answers routine questions regarding zoning department procedure on telephone or in person; composes, types, and edits correspondence, reports, memoranda, contracts, and other material requiring judgment as to content, accuracy and completeness; receives, stamps and distributes incoming mail, processes outgoing mail; schedules appointments; performs other administrative and clerical duties; operates office machines as required; supervises office inventories orders office supplies.
2. Distributes revised zoning regulations; prepare documents for amendments and transmit to Zoning Commission; prepares documents for court cases; prepares agendas; prepares notices of public hearings (regular and special); attends zoning commission and board of zoning appeals meetings;

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Date Adopted: \_\_\_\_\_  
Date Revised: Aug. 2023

Developed by:  
Clemans Nelson & Associates, Inc.

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prepares board of zoning appeals packages; communicate with residents/applicants regarding proper documentation; receives and documents complaints.

3. Collects information and paperwork from applicants for permits, registrations, licenses (e.g., residential, sign, transient vendor, etc.); collects applicable zoning and miscellaneous fees and prepares monies for deposit.
4. Maintains zoning department records (e.g., files zoning documents, processes appeal and amendment cases; prepares reports, including zoning financial and statistical reports, etc.).
5. Prepares reports (weekly, monthly, yearly, etc.) regarding cases or operation of department as required by Director

**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)

Phone, computer network, personal computer, including word processing software, copy machine, 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 have exposure to irate visitors to the Township.

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

**POSITIONS SUPERVISED:** None.

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

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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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<b>(Approval of Appointing Authority)</b>	<b>(Date)</b>
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<b>(Employee Signature)</b>	<b>(Date)</b>
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