



BOARDMAN TOWNSHIP

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Rental Registration Coordinator

Pay Range:

Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly	\$19.96	\$21.11	\$22.27	\$23.44	\$24.59	\$25.75

Office/Division:	Zoning	Employment Status:	Full Time
Reports To:	Director of Zoning and Development	FLSA Status:	Non-Exempt

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: Boardman Township's Home Rule Resolution No. 18-03, Landlord Registration and Rental Unit Maintenance Standards; 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)

1. Administer and enforce Boardman Township’s Home Rule Resolution No. 18-03, Landlord Registration and Rental Unit Maintenance Standards, by leading the methodology refinement for identifying likely rental properties, contracting for mailing services to provide notice of the program registration requirements to rental property owners; verify registration information is accurate; processing payments; issuing annual certifications; and working with township legal counsel to enforce registration compliance.
2. Coordinate and train Property Enforcement Officers by developing training specific for the administration and enforcement of the program; ensuring inspectors have proper equipment needed to complete their assignments; creating and maintaining a tenant registration list in order to comply with Ohio Revised Code Section 5321.05(B) which requires permission by tenants to enter the premises for inspections; scheduling inspections; issuing compliance certification for properties that pass inspection; preparing violation notices for properties that fail inspections; and working with township legal counsel to enforce rental property maintenance compliance.
3. Maintain the township’s Home Rule Resolution No. 18-03, Landlord Registration and Rental Unit Maintenance Standards by working with the Boardman Township Zoning Commission to research, consider and recommend definitions, use and development regulations related to rental properties to ensure consistency with authorities provided in Ohio Revised Code and that reflect land use controls as desired by the citizenry of Boardman Township.
4. Create and maintain outreach materials such as brochures, handouts, press releases, and website content to explain and promote the program; interact with stakeholders to identify potential improvements to the program; develop a tiered rating system based on compliance status; research, consider and recommend opportunities to acknowledge properties that consistently rate high in the compliance program.
5. Oversee the enforcement of rental property complaints in coordination with the township’s 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).

6. Oversees information gathering, analysis and presentations in regard to rental properties and land use planning; taking into consideration geographic, social, economic, political, and other factors that form the basis for land use decisions; and develops and implements policies and procedures to ensure compliance with the township's Home Rule Resolution No. 18-03, Landlord Registration and Rental Unit Maintenance Standards.
7. Assists with financial reports regarding the Rental Registration program.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential 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 supervision of Zoning and Development Director

POSITIONS SUPERVISED: None

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.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)