



February 13, 2026

BOARDMAN TOWNSHIP PLANNING AND ZONING DEPARTMENT IS SEEKING APPLICANTS TO FILL THE FULL-TIME POSITION OF RENTAL REGISTRATION COORDINATOR

Qualifying applicants should submit a completed Boardman Township Employment Application and resume to the Planning and Zoning Department at the Boardman Township Administration Building, 8299 Market Street Boardman, OH 44512 attention TJ Keiran, Director of Planning and Zoning, **prior to 4:00 p.m. on February 27, 2026.** No late applications will be accepted. The employment application form is available on the Township’s website. <https://www.boardmantwp.com/employment/>

The ideal candidate will be proficient with the Microsoft Office suite of programs. This is a fast-paced office and the Rental Registration Coordinator must possess excellent customer service skills. The entry level wage is \$19.96 an hour with scheduled step increases up to \$25.75 upon achieving the Step 6 level. The position is in the American Federation of State, County and Municipal Employees, AFL-CIO, and has excellent benefits.

Please see the attached job description.

Scheduled Step 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