EMPLOYMENT OPPORTUNITY

RICHFIELD TOWNSHIP ZONING INSPECTOR

Richfield Township is accepting applications for the part-time position of Township Zoning Inspector. The zoning inspector works with the Township Administrator and Board of Trustees and is responsible for enforcement of the township zoning resolution. The position offers excellent compensation commensurate with experience. The Employment Application is available at www.richfield-twp.org and at the township administration office.
Application and resume can be submitted to: Richfield Township Administrator, 3038 Boston Mills Road, Brecksville, Ohio 44141, or email m.lott@richfield-twp.org.

JOB DESCRIPTION

JOB TITLE: Zoning Inspector
REPORTS TO: Township Administrator and Board of Trustees
DEPARTMENT: Administration

JOB SUMMARY:

Under the administrative direction of the Township Administrator. The Zoning Inspector administers and directs the enforcement of the Township Zoning Resolution and is accountable for the development and revision of the Township Land Use and Comprehensive Plan. Responsible for the development and implementation of procedures and the coordination of planning, zoning, and subdivision activities between the township departments and other agencies involved.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Township Zoning Inspector shall, under the direction of the Board of Trustees and Administrator:

1. Develop, implement, and enforce the Zoning Resolution, policies and procedures.
2. Review applications for zoning permits, review all subdivisions, and conduct on-site inspections as needed.
3. Respond to inquiries about land use.
4. Collect information and prepare materials and reports as required by the Commission, Boards and Township Administrator.
5. Attend Zoning Commission, Board of Zoning Appeals and Board of Trustee meetings.
6. Propose resolution amendments to the Zoning Commission, maintain an up-to-date Zoning Resolution and Zoning Map.

7. Advise and coordinate with the Service Department, Fire Department, Police Department, and all other local, county, and state agencies involved with zoning and site plan review.
8. Receive and respond to Nuisance Property complaints and coordinate appropriate response.
9. Account to the Township Fiscal Officer for monies collected and received for zoning fees.
10. Advise legal counsel of pending issues and request legal advice.
11. Consult as appropriate on-site plan reviews.
12. Other duties as assigned, such as providing zoning input to the Joint Economic Development District (JEDD) and potential annexations.

ESSENTIAL QUALIFICATIONS:

Successful zoning experience in township, county or municipal government. Must have a high school diploma or equivalent. Some college education is desirable. Must have a valid Ohio Driver's License maintained in good standing.

ESSENTIAL KNOWLEDGE AND SKILL REQUIREMENTS:

1. Ability to communicate well and explain in simple terms the technical provisions of the Zoning Resolution. Must be able to assist people in solving zoning-related problems.
2. Working knowledge of township zoning, planning and construction processes.
3. Excellent computer skills with experience in Microsoft Office programs
4. Experience working in DocuWare would be a plus. Training is available.
5. Working knowledge of modern office practices and modern office equipment.
6. Ability to prioritize tasks and assignments.
7. Ability to communicate effectively both orally and in writing.
8. Ability to concentrate on a given task for an extended period.
9. Ability to work with people and handle stressful situations arising from citizen-government conflict.
10. Ability to work through complex tasks and anticipate logical outcomes.
11. Ability to understand and follow oral and written instructions.
12. Ability to interact effectively with township personnel, the public and other governmental entities.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The majority of work is accomplished while sitting with intermittent periods of standing and walking.
2. Ability to operate office-related equipment, such as computers, telephones, copy machines, etc.
3. Ability to drive and make on-site inspections as needed.