



Montgomery County, 2700 Lyons Road, Miamisburg, OH 45342

## JOB POSTING & DESCRIPTION

<b>Position:</b>	<b>Full-time Planner, Community Development Department</b>
<b>Status:</b>	<b>Regular, Full-time, Exempt</b>
<b>Hours/Week:</b>	40 hours per week, generally 8 AM to 4:30 PM (some night and weekend hours required on a monthly basis, minimum one weekend per month)
<b>Salary:</b>	\$49,409 - \$68,513: Starting Salary DOQ
<b>Benefits:</b>	<b>Yes</b>

## POSITION SUMMARY

The Planner, under the direction of the Community Development Director and their assign, is responsible for the review and management of current planning functions within the Community Development Department. Work involves the review of plans and applications as assigned for compliance with adopted codes. This position is responsible for the issuance of zoning certificates and other related documents. This position requires field inspection work under a variety of conditions. The Planner provides staff support for the Board of Zoning Appeals and Zoning Commission and other committees as assigned. The Planner conducts GIS analysis and manages GIS data for a variety of projects. This is a professional position with moderate to high complexity of work and some supervisory responsibilities. Position requires technical research, data analysis, and composition in support of short and long-term planning efforts. This position is a zoning inspector position for the purposes of performing compliance and enforcement actions related to the Miami Township Zoning Resolution and property maintenance standards.

## JOB DUTIES AND RESPONSIBILITIES

The following list of job duties for this position includes activities that must be performed efficiently, effectively, and safely in the execution of daily-required tasks. This list is intended to provide a general overview of typical duties, as well as the complexity of the work to be performed by this position. It is not intended to be an exhaustive list of duties, responsibilities, or specific tasks and other duties are typically assigned.

- Assist the public in a professional and diplomatic manner while providing information on all applicable zoning provisions, application procedures, and referrals to other agencies as appropriate.
- Review construction plans and associated application materials for compliance with applicable zoning provisions pursuant to Miami Township regulatory codes and issue certificates and/or other notices as required.
- Manage daily activities and coordination between Planning Technician and front counter operations.
- Attend meetings of the Board of Zoning Appeals, Zoning Commission, Board of Trustees, and outside agencies as assigned. Prepare and present information to various boards and outside groups as assigned.

- Conduct field inspections for new construction and changes of use for purposes of determining compliance with applicable zoning standards and certificates.
- Assist in the drafting and associated research of zoning amendments and other regulatory documents.
- Assist in the preparation of long-range plans, studies, and other departmental documents.
- Assist the Deputy Director of Community Development and Director with day-to-day activities and functions of the department.
- Investigate possible zoning and property maintenance violations in response to public complaints or those observed while in the field.
- Prepare violation notices and orders for construction projects or properties found in violation of the Miami Township zoning resolution and Exterior Property Maintenance code.
- Maintain complete and accurate record of all applications reviewed, inspections completed, and violations investigated.
- Prepare materials for court prosecution resulting from summons, citations or warrants issued.
- Appear in court as complainant or witness as required.
- Conduct special surveys, including non-conforming uses, and prepare oral and/or written reports on findings, including comparative statistics.
- Utilize geographic information system (GIS) software to produce maps, reports, and other relevant data as needed.
- Support the relationship between the Township and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and Township staff.
- Maintain confidentiality of work-related issues and Township information.
- Maintain public records pursuant to the Public Records Policy of Miami Township.
- Maintain required attendance and present a professional appearance at all times.
- Respond to requests in a timely manner and meet required deadlines.
- Perform physical removal of items from public areas that are in violation of the zoning ordinances.
- Travel, which may include driving to and from public events, conferences, training seminars, meetings, and other similar functions and may also include travel on aircraft or other means of transportation.
- Utilize and wear required uniform for the position as assigned.
- Performs other duties as required or assigned.

## ESSENTIAL FUNCTIONS OF POSITION

The following list of essential functions for this position includes activities that must be performed efficiently, effectively and safely in the execution of daily-required tasks.

- Physically negotiate different types of terrain with proper mobility to control body direction (walk over curbs and obstacles, on gravel, over unimproved paths and roadways, on flat surfaces, tile, carpet).
- Exert force to elevate objects of varying weight and size (lifting equipment and tools).
- Extend arms in a wide range of movements (reach files, documents, publications, equipment handles).
- Safely maneuver both up and down a ten-foot (10') ladder.
- Dexterity to work with computers and other related equipment. Lift, position, and move – up to fifty (50) pounds without assistance, and fifty-one (51) pounds or greater with assistance. Work effectively with others both internal and external to the position, including public relations and negotiating skills.
- Manipulate hands, fingers, and wrists or ability to duplicate the following activities (grasping, holding heavy weights, keyboarding, pushing buttons, and repetitive movements) by other means.
- Visual acuity to distinguish from short and long distances and define, recognize, evaluate and differentiate objects (seeing written information, review plans, messages, signs, warnings safety hazards).
- Auditory acuity to hear, differentiate and evaluate varying sounds (pager, radio, or communication equipment, safety warnings) from close and fair distances;

## **REQUIRED KNOWLEDGE, SKILLS, & ABILITIES**

- Maintain a valid Ohio Driver's License and maintain a driving record acceptable to the Township's insurance carrier during the course of employment
- Pass pre-employment drug/alcohol screen
- Participate in random drug/alcohol screens and for cause screens during the course of employment
- Pass a criminal background check
- Fluent in the English language
- Understand basic residential and commercial/industrial construction practices, including the ability to read and understand construction drawings and site plans.
- Possess strong organizational skills
- Possess a high degree of public relations skills
- Communicate effectively in verbal and written form
- Deal effectively with difficult and hostile people
- Demonstrate advanced knowledge of and ability to utilize GIS software and other office software effectively and efficiently
- Independent and self-driven
- Skill in typing, ability to read, spell, proofread
- Skill in the use of personal computers and office equipment
- Ability to compile information to prepare complex report documents
- Ability to file alphabetically, numerically and chronologically
- Ability to maintain records
- Organize
- Use the telephone system, mobile devices, and other equipment as assigned
- Ability to schedule and coordinate meetings and conferences
- Ability to interpret written material and communicate verbally
- Ability to verify data
- Ability to learn the policies and procedures of and the services provide by the department to which assigned
- Ability to exercise mature judgment and to make independent decisions in accordance with established policies and procedures
- Ability to establish and maintain effective working relationships with other employees and the general public
- Accuracy
- Tact
- Good judgment

## **MINIMUM EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Planning, Architecture, or similar formal discipline, or the equivalent combination of experience and training of a four (4) year degree plus a minimum of (2) years of full-time experience that provides the required knowledge, skills, and abilities. Plan and permit review experience highly desired.
- AICP certification preferred or ability to become certified within one (1) year of taking the position.
- Valid Ohio Driver's License
- Must be able to pass a background check and drug screening

## **SUPPLEMENTAL INFORMATION**

Employees are subject to a minimum six-month probationary period, or any other term as stated in and pursuant to the Employee Manual of Miami Township. Performance evaluations will then occur on an annual basis following the successful completion of probationary status.

This position is currently scheduled to work as outlined above. Schedules may change or be temporarily adjusted as the needs of the organization or personnel change.

## **INTENT AND FUNCTION OF JOB DESCRIPTIONS/CLASS SPECIFICATIONS**

Job Descriptions or Class Specifications (Job Descriptions) assist Miami Township in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimum standard requirements to successfully perform the position's responsibilities and requirements. In no instance should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended to create employment contracts. The organization maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

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