

Zoning Secretary-Assistant Zoning Inspector Position Description
Kingston Township, Delaware County, Ohio

Job Title:	Zoning Secretary- Assistant Zoning Inspector	Position Type:	Part-time
Work Location:	Zoning Department 4063 Carter's Corner Rd. Sunbury, Ohio 43074	Phone:	740-524-0290
		Hours Work Per Month:	30-40 Hours
		Hourly Pay Range:	\$16.00 - \$19.00
Retirement:	OPERS Position		
Health Insurance:	None--Allocation For Reimbursement Of Health Insurance Premiums		

Notification and Disclaimer

This position description is presented for informational purposes only and can be changed at any time by the Board of Trustees of Kingston Township (Board), with or without notice. This position description is not an employment contract, express or implied. The Zoning Secretary-Assistant Zoning Inspector (ZS-AZI) is an employee at-will, and either the employee or Kingston Township can terminate the employment relationship at any time for any reason or no reason. Kingston Township is an Equal Opportunity Employer.

Job Objectives

The ZS-AZI is responsible for coordinating and documenting meetings and hearings for the Zoning Commission and Board of Zoning Appeals. Serves as an office manager regarding procurement of supplies, postage, equipment, services, and materials required by the Zoning Office. In the absence of the Zoning Inspector, the ZS-AZI is responsible for the consistent interpretation, administration and enforcement of the zoning codes, standards and regulations and any other duties assigned by the Board. This position relies on experience and judgement to plan and accomplish goals. The individual must be able to deal firmly, tactfully, and courteously with Township representatives and the public. Work schedule may require flexible hours, including evenings and weekends to attend meetings and training. This is a part-time, non-exempt, non-bargaining unit position, and reports directly to the Board or their designee.

Job Requirements (Minimum Qualifications)

- Minimum age is 21 years old and must be a U.S. Citizen.
- Preference will be given to applicants that reside in Kingston Township; however, residence is not mandatory.
- Must possess a valid State of Ohio Driver's License and acceptable driving record, with constant maintenance of eligibility to operate a motor vehicle under the acceptability standards of the vehicle liability insurance carrier of Kingston Township.
- Must possess a reliable/insured motor vehicle for transportation to and from work, to perform inspections, and attend meetings within or outside the Township. Mileage will be reimbursed according to the amount established by the Internal Revenue Service annually.
- Must be eligible for fidelity bonding.
- Must satisfactorily complete a drug screen, physical exam, and background investigation if required by the Board.

- Must have a high school diploma or equivalent (GED). Preference will be given to applicants who possess a degree from an accredited college or university, local government and/or zoning experience, clerical/receptionist experience, excellent writing and verbal communication skills or any equivalent combination of training and experience which allows the applicant to meet the essential job functions and responsibilities.
- Must have the ability to operate a variety of office equipment such as computer, copier, telephone, calculator, FAX machine, camera, small hand tools, ground probe, tape measure, measuring wheel, and other equipment necessary to perform duties.
- Must have experience using Windows and programs including Chrome, Microsoft Edge, Outlook, Word and others within the Office Suite, Adobe (PDF/Photoshop) and others.

Essential Job Functions (may not include all job duties performed)

- Coordinates and documents meetings and hearings for the Zoning Commission and Board of Zoning Appeals including preparation and processing of public notices, agendas, information packets and minutes. Prepares and submits a meeting per diem report on a quarterly basis.
- Maintains an up-to-date copy of the Resolution including Zoning Map and the Comprehensive Plan for the Township. Assist the Zoning Commission with updates to both documents as necessary including coordination with the Delaware County Regional Planning Commission.
- Purchases office supplies, stamps, support equipment and computer programming and repairs, processes mail, creates and maintains hard and computer files, creates, submits, and maintains information in the township website, and prepares and distributes the quarterly township newsletter by mail and email.
- Maintains computer and/or paper zoning records according to requirements of the State Auditor, the Board, or the Township Fiscal Officer.
- Collects all fees mandated by the Resolution, issues receipts and process collected funds according to the requirements of the State Auditor and Fiscal Officer. Makes recommendations to the Board regarding fee adjustment to ensure fees are fair and reasonable/comparable.
- Prepares official letters and other correspondence, completes forms, and develops reports regarding Zoning Office matters.
- Answers in person, email, or telephone inquiries by the general public in a timely manner.
- Advises individuals of proper procedures for obtaining a zoning approval including but not limited to a zoning certificate, a variance, or a conditional use permit from the Board of Zoning Appeals, or obtaining rezoning requests initiated with the Zoning Commission. Receives and processes applications as mandated by the Resolution or the Ohio Revised Code.
- Assists in the consistent enforcement of the Kingston Township Zoning Resolution (Resolution).
- Assists with the investigation of all complaints received concerning zoning violations in a timely manner. Keeps a log of all complaints. Takes all established procedural steps necessary to effect compliance with the Resolution. Documents all actions and steps taken. Assists the Board with Nuisance Declarations made under their statutory authority.
- Works with the Township legal counsel on zoning questions, problems, and opinions/litigation.

- Maintains regular office hours for the convenience of residents subject to approval of the Board.
- Attends zoning functions, training, and meetings outside of working hours as required including regular meetings, special meetings, and work sessions of the Board.
- Keeps permanent records of all transactions, applications and permits issued or denied. Follow procedures established in the Records Retention Policy for disposal of documents.
- Communicates with township officials and employees, developers, outside agencies and residents with respect and dignity, and in a professional business-like manner.

Non-Essential Job Functions

- Serves as a representative of Kingston Township when attending conferences, training, and other events within or outside the Township.
- Represents the Township at Delaware County Regional Planning Commission meetings if assigned by the Board.
- Conducts and attends meetings in person or remotely.
- Performs other duties as assigned by the Board.
- Uses the Delaware County Auditors and Records website search features and tools to determine property ownership, lot dimensions, outstanding property liens, and other information.

Knowledge, Skills & Abilities

- Define and solve problems, collect data, establish facts, draw valid conclusions using judgement, and analytical skills.
- Read, comprehend, and interpret zoning resolution and comprehensive plan text, site plans, survey documents and blueprints/construction drawings.
- Possess and demonstrate strong leadership and judgement, conflict management skills and effective decision making abilities.
- Manage sensitive inquiries from and contacts with elected officials, developers, and the general public.
- Work effectively with residents who may be upset, distraught, irate, emotional, or otherwise unable to function within the reasonable range of constructive behaviors.
- Be self-directed and well organized.
- Organize and maintain large volumes of information and paperwork.
- Observe safety oriented occupational and work habits.
- Effectively plan independently and in collaboration with internal staff and outside agencies.
- Schedule work to achieve time critical objectives working independently or with others.
- Provide quality customer service to internal and external customers; maintaining a positive working relationship with elected and appointed officials, supervisors, co-workers, government agencies, developers, residents of Kingston Township and other individuals.

Difficulty Of Work

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, regulations, and procedures. Performs self-evaluation of work in process and upon completion to ensure accuracy, thoroughness, high quality of service and desired results

obtained. It must be understood that errors in work may affect the work of others, may require the diversion and expenditure of time and resources to correct and may cause fiscal sanction against the Township.

Responsibility

The Board provides general guidance allowing the ZS-AZI the ability to plan the procedures and methods to attain objectives. The ZS-AZI makes choices and decisions without supervisory input on most daily activities and operations such as scheduling appointments and meetings, establishing priorities, making referrals to other agencies, developing contacts with businesses and agencies, and forming collaborative relationships with other service providers in the county.

Physical Effort And Work Environment

The physical requirements of the position are identified as sedentary work which may require the lifting of up to fifty (50) pounds and the use of a step ladder to change light bulbs and equipment batteries. The physical activity of the position is talking, hearing, listening, reaching, lifting, climbing, and walking on both level and unlevelled surfaces. The Inspector must be able to see at close distances and beyond arm's reach. The minimum work conditions for this position indicate that the individual will be subject to temperatures less than 32 degrees or more than 90 degrees for an hour or more. The job involves office work, meetings, and field work with travel throughout the township and county.

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