

# POSITION DESCRIPTION

Jackson Township, Franklin County, Ohio

Position: **TOWNSHIP ADMINISTRATOR (Exempt)**

## **Position Summary:**

The management-level position of Township Administrator, in the administrative offices of Jackson Township, is under the general supervision of the Township Board of Trustees. The Township Administrator provides regular input to the Board of Trustees, analyzes and evaluates programs, procedures and policies and provides technical advice and recommendations to the Board of Trustees. The Township Administrator prepares and directs preparation of correspondence, reports, policy statements, legislative drafts and any other communication by and for the Board of Trustees. The Township Administrator monitors and manages all personnel and fiscal responsibilities of the Township and oversees and manages the budget of the Township. Under the provisions of Ohio Revised Code Section 505.032, the Township Administrator, shall under the direction and by appointment of the Board of Trustees be the Chief Administrative Official of the Township.

## **Essential Functions:**

The Township Administrator is the Chief Administrative Official of the Township responsible for managing the day-to-day affairs of the Township and as specifically enumerated in the Ohio Revised Code Section 505.032 shall:

- Assist in the administration, enforcement and execution of the policies and resolutions of the Board of Trustees including all personnel, financial, legal and administrative policies;
- Supervise and direct the activities of the affairs of the divisions of the Township under the control or jurisdiction of the Board of Trustees and employees assigned to the Township Administrative Offices;
- Attend all meetings of the Board of Trustees at which such attendance is required by that body, and other meetings as so directed or determined necessary;
- Recommend measures, resolutions and policies for adoption to the Board of Trustees;
- Prepare and submit to the Board of Trustees such reports as are required by that body, or as the Administrator considers advisable;
- Keep the Board of Trustees fully advised on the financial conditions of the Township, preparing and submitting a budget for the next fiscal year and other financial reports as needed;
- Perform such additional duties as the Board may determine by resolution.

**Position Requirements:**

The Township Administrator must have comprehensive knowledge of local government functions, processes and operations as well as knowledge of federal and state laws, regulations and procedures regulating the affairs of a local political subdivision.

The work involves a variety of tasks that involve a high degree of trust, initiative, independence and judgment and the ability to function discreetly and maintain privacy. The work requires a high degree of analytical and strategic thinking skills as well as attention to detail and the ability to read, write, reason, count and make decisions and communicate effectively with a wide variety of people.

The Township Administrator must be able to develop and maintain effective working relationships with the public, other public officials, employees, and many others both within and outside the Township and to establish a friendly atmosphere as a supervisor. The Township Administrator must be able to present a favorable image on behalf of the Township Trustees. Background and training should consist of:

- Bachelor’s Degree from an accredited university in business administration, management science or public administration, or related field;
- Minimum of 5 years professional work experience in state, county or local government;
- Knowledge of supervisory principles/techniques, human resource policies, public relations and accounting and budgeting principles;
- Ability to define problems, collect data, establish facts and draw conclusions;
- Ability to use computer technology and modern office software programs for word processing, spreadsheets, databases, internet and other record-keeping needs;
- Must possess a valid Ohio Driver’s License.

**Physical Effort:**

The work is generally performed indoors in a modern office environment and requires no more than normal physical effort.

\_\_\_\_\_  
Acknowledgement

\_\_\_\_\_  
Date

# POSITION DESCRIPTION

Jackson Township, Franklin County, Ohio

Position: **ZONING ADMINISTRATOR**

## **Position Summary:**

This administrative-level position of Zoning Administrator, in the administrative offices of Jackson Township, is under the general supervision of the Township Administrator. This position is responsible for managing, administering and coordinating all zoning and land use planning matters in the Township; may perform other duties as required.

## **Essential Functions:**

Administers, manages and coordinates the zoning function for the Township including:

- Handling all day-to-day zoning matters;
- Responding to inquiries from the public and investigating and resolving zoning violations and complaints;
- Ensures all new construction, land uses and other zoning issues are in compliance with the Township Zoning Resolution;
- Establishes an office of Zoning Administrator in the Township Offices providing for prompt, efficient customer service and accurate record-keeping of all zoning related materials and files;
- Maintains and updates the Township's Zoning District Map;
- Uses up-to-date GIS software and other planning tools to track land use and zoning matters and to ensure accurate information on real properties;
- Approves or disapproves Certificates of Zoning Compliance (ie zoning permits);
- Accepts, processes, coordinates and manages on behalf of the Secretary of the Board of Zoning Appeals all applications for Variance and/or Conditional Use and any other appeals to the Board of Zoning Appeals;
- Accepts, processes, coordinates and manages on behalf of the Secretary of the Zoning Commission all applications for re-zoning, and/or any other text or map amendments of the Township Zoning Resolution;
- Handles all zoning violations, writes Violation Notices and coordinates prosecution of violations with Township or County Legal staff and the Franklin County Environmental Court;
- Collects and receives monies and fees associated with zoning matters for transmittal to the Township Clerk;
- Provides public notices of zoning matters and attends meetings of the Board of Trustees, the Board of Zoning Appeals and the Zoning Commission;
- Makes on-site inspections of sites;
- Involves Franklin County Sheriff, Prosecutor's Office, Board of Health and any other agencies that may need to intervene or assist in zoning enforcement matters;

- Attends meetings and coordinates land use and zoning matters with the Mid-Ohio Regional Planning Commission and/or the Franklin County Development Department;
- Prepares written reports, memos and correspondence to the Trustees, members of the Board of Zoning Appeals and/or members of the Township Zoning Commission for all zoning matters including status reports of violation matters;
- Exercises appropriate judgment, diligence and tact in the enforcement of applicable zoning laws of the State of Ohio and the Resolutions of Jackson Township.

**Position Requirements:**

Must have comprehensive knowledge of zoning and land use planning, and the ability to enforce applicable zoning laws, regulations and standards. The work involves a variety of tasks that involve a high degree of trust, initiative, independence and judgment. Requires the ability to investigate and resolve problems and issues. The work requires attention to detail and the ability to read, write, reason, count and make decisions and communicate effectively with a wide variety of people. Must be able to develop and maintain effective working relationships with the public, other public officials, and many others within and outside the Township and present a favorable image on behalf of the Township Trustees. Background and training should consist of:

- Bachelor’s Degree from an accredited university in business or public administration, land use or city planning or related field;
- Minimum of 5 years professional work experience in land use planning, zoning, code enforcement or other related field;
- Ability to use computer technology and modern office software programs for word processing, spreadsheets, internet, and databases and other record-keeping needs;
- Must be able to be bonded as required by the Ohio Revised Code;
- Must possess a valid Ohio Driver’s License.

**Physical Effort:**

The work is performed both indoors and outdoors and may occasionally involve exposure to extremes in outdoor temperatures and weather conditions. The work may sometimes involve working with unpleasant people and conditions and may involve a high degree of stress.

---

Acknowledgement

---

Date