



Danbury Township, Ohio

JOB DESCRIPTION

Part-Time Zoning Assistant

Department: Zoning
Benefits: None
Start Date: Immediate
Status: At-will

Hours: Part-Time / Hourly
Pay: \$ Dependent on Qualifications
Location: 5972 Port Clinton Eastern Rd.
Marblehead, Ohio 43440

General Purpose:

Performs routine clerical, secretarial and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping. Provides administrative support to the Zoning Department, Zoning Boards & Commission; assists citizens, contractors, and others in understanding the Township's zoning resolutions and processes.

Supervision & Reporting:

- Works under the supervision of the Zoning & Planning Administrator.
- No Supervision Exercised in this position.

Hours:

Monday-Friday Daily. No weekends or Federal Holidays.

Flexible but consistent.

- April 1 – September 30: Thirty (30) hours max.
- October 1 – March 31: Twenty (20) hours max. Set hours to be determined & negotiated based on need.

Office Hours are: M, T, Th, & F: 9:00a.m. – 3:00p.m.
Wednesdays: 9:00a.m. – 11:00a.m and 4:00p.m. – 6:30p.m.

Attendance at all zoning meetings is required. Meetings are held the 1st & 3rd Wednesday each month and begin at 6:30p.m. Will be asked to cover office in the event that the Zoning Administrator is on vacation, sick or using flex/comp. time.

Education and Experience Requirements:

High school diploma or equivalent; 3 years of responsible administrative and/or clerical experience in an office environment and/or customer service; or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job.

Work Environment:

Work is performed in a normal office environment. Some inspections and visits to job sites.

Physical Requirements:

Employee is regularly required to sit, see, walk, use hands, speak, hear and lift and/or move up to 25 pounds.

Special Requirements:

Valid driver's license and access to a properly insured vehicle.

Essential Duties and Responsibilities:

- Greets local citizens, architects, engineers, developers, contractors, property owners, community groups and interested persons on zoning permit applications, ordinances, codes, plans, processes and related programs, services or regulations. Responds to their inquiries or directs as appropriate or when necessary, to appropriate persons.
- Interacts with staff from other departments, elected officials, and the general public independently, in person, or by telephone in order to respond to inquiries, receive and document complaints, service requests, and resolve problems; may deal with sensitive matters.
- Assists with the office operations of the department. Maintains office forms and procedures, manages office inventories, supplies, materials and service to machines as necessary.
- Performs routine clerical duties such as preparing permits, distribute incoming mail, process outgoing mail; receipting of permit payments and various other payments.
- Assists in maintaining the data base of information for zoning & planning purposes. Acts as custodian of departmental documents and records. Maintains filing systems and indexes using moderate independent judgment.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring knowledge of zoning processes as to content, accuracy, and completeness.
- Prepares records such as notices, minutes, resolutions, agendas and supporting materials for Boards & Commissions; take and transcribe minutes; prepare, assemble and distribute meeting packets, minutes and reports.
- Prepares graphics and maps for a variety of reports, plans, applications, publications or meetings.
- Operates listed tools & equipment as required.
- Special projects as requested by the Board of Trustees.

Peripheral Duties:

- Provides backup to Zoning Administrator;
- Prepares and maintains own timesheet or other personnel records for the department.
- Prepares and maintains library inventory in conjunction with the record retention schedule for department.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of zoning & planning.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tools & Equipment:

- Microsoft Office, Word, Excel, PowerPoint, Publisher, GIS based mapping programs, internet & web browsing;
- Computer, telephone, audio recorder, calculator, printer, copy machine, fax, scanner, email, postage machine.

Necessary Knowledge, Skills and Abilities:

Occupational/Technical Skill Set

- Knowledge of office administrative and secretarial practices and procedures, such as business letter writing and the operation of standard office equipment, including computer, dictation and other general office equipment.
- Knowledge of basic principles of accounting, including budgetary principles and practices.
- Knowledge of technical terminology appropriate to the area of assignment, such as legal, engineering or zoning terminology.
- Knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Knowledge of planning programs and processes;
- Ability to type complex, technical, and/or sensitive documents at a rate of 55-65 words per minute.
- Knowledge of administrative policies and procedures related to the area of assignment.
- Must possess proven ability with Microsoft Office, Word, Excel, Power Point, Publisher, GIS-based mapping programs, internet and web browsing.
- Must possess proven ability with computer, telephone, audio recorder, calculator, printer, copy machine, fax, scanner, email and postage machine.

Communications Skill Set

- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to prepare clear and concise reports, correspondence and other written materials.

Interpersonal Skill Set

- Ability to establish and maintain effective working relationships with various individuals or groups.
- Ability to deal courteously and diplomatically with the general public.
- Ability to use tact and discretion.

Leadership Skill Set

- Ability to maintain issue confidentiality.

Cognitive Skill Set

- Ability to perform standard business arithmetic, including percentages and decimals.
- Ability to apply logical thinking to solve practical problems.
- Ability to understand and interpret complicated policies, procedures and protocols.
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
- Ability to demonstrate initiative and independent judgment.
- Knowledge of recordkeeping, report preparation, filing methods, and records management techniques.
- Knowledge of modern office methods, procedures, equipment, business letter writing, and standard clerical techniques.
- Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary.

Administrative Skill Set

- Ability to organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Ability to handle multiple priorities and projects.
- Ability to research, compile and summarize a variety of informational and statistical data and materials.
- Ability to analyze and resolve situations and problems.
- Knowledge of techniques of effective time management.
- Must possess a high level of detail orientation, strong organizational skills, good listening skills and the ability to effectively and professionally work with the public (on the telephone, via email or in-person) who will deliver a wide range of questions and issues related to zoning and other township-related problems and questions.

Selection Guidelines:

Formal application, rating of education and experience; reference & background check, oral interview and; pre-employment drug test required. 6 month probation – may be extended if necessary.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Position is subject to the Danbury Township Employee Personnel Manual & Policies

Danbury Township is an Equal Opportunity Employer

*Interested applicants may email their resumes and a Danbury Township Employment application to Kathryn A. Dale, AICP, zoning@danburytownship.com or by mail to 5972 E. Port Clinton Eastern Road, Marblehead, Ohio 43440 to the attention of Ms. Dale and postmarked **no later than April 19**. Late applications will not be accepted or reviewed. Please refrain from calling about the filling of the position. Calling about the position will result in an automatic disqualification. Applicants selected for interviews will be contacted directly.*

DANBURY TOWNSHIP EMPLOYMENT APPLICATION

(Please print all information)

Date: _____

Are you over the age of 18? _____

Name: _____

Phone number: _____

Street address: _____

Date available for work: _____

City, State, Zip: _____

Rate of pay expected: _____

Position applied for: _____

SEE BELOW FOR POLICE-FIRE-EMS

Were you previously employed by us? _____

If yes, when? _____

Are you a U.S. citizen or do you possess a valid work visa? _____

Have you ever been bonded? _____ Have you ever been convicted of a felony? _____

If yes, describe the offense: _____

Will you work part-time or full-time? _____ Do any of your relatives work for us? _____

COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A LAW ENFORCEMENT POSITION

Are you presently a certified peace officer in Ohio? _____

If yes, when and where did you complete your training? _____

How many hours of peace officer training do you currently have? _____

Are you currently employed by a police department in Ohio? _____

If yes, where and in what capacity? _____

COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A FIRE OR EMS POSITION

What type of position are you applying for? _____

Have you had prior experience in this type of position? _____ If yes, please explain where and for how long: _____

You will need to provide a copy of your driver's license and copies of all certifications, licenses, degrees and any other documentation as it relates to your coursework, training or employment in fire or emergency medical services.

EDUCATIONAL RECORD

SCHOOL	NAME, CITY & STATE	COURSE OF STUDY	DID YOU GRADUATE?
HIGH	<hr/>	<hr/>	<hr/>
COLLEGE	<hr/>	<hr/>	<hr/>
OTHER	<hr/>	<hr/>	<hr/>

DESCRIBE ANY SPECIAL SKILLS YOU HAVE OR LICENSES YOU HOLD

MILITARY SERVICE RECORD

Were you in the United States Armed Forces? _____ If yes, what Branch? _____

Date of Duty from: _____ to: _____

Rank at Discharge: _____

List your duties in the service including any special training: _____

PERSONAL REFERENCES

(Do not list relatives or former employers)

Name: _____ Phone number: _____

Complete address: _____

Name: _____ Phone number: _____

Complete address: _____

Name: _____ Phone number: _____

Complete address: _____

EMPLOYMENT BACKGROUND

Name, address and telephone number of employer: _____

Type of business: _____ Your position: _____

Employed from: _____ to: _____ Rate of pay at leaving: _____

Describe your duties: _____

Reason for leaving: _____

Name of your supervisor: _____ May we contact him or her? _____

If yes, please provide telephone number for your supervisor: _____

Name, address and telephone number of employer: _____

Type of business: _____ Your position: _____

Employed from: _____ to: _____ Rate of pay at leaving: _____

Describe your duties: _____

Reason for leaving: _____

Name of your supervisor: _____ May we contact him or her? _____

If yes, please provide telephone number for your supervisor: _____

Name, address and telephone number of employer: _____

Type of business: _____ Your position: _____

Employed from: _____ to: _____ Rate of pay at leaving: _____

Describe your duties: _____

Reason for leaving: _____

Name of your supervisor: _____ May we contact him or her? _____

If yes, please provide telephone number for your supervisor: _____

It is the policy of Danbury Township to grant equal opportunity to all qualified persons without regard to race, color, gender, age, national origin, religion, physical or mental handicap or veteran status. To deny one's contribution to our efforts because he or she is a member of a minority group is an injustice, not only to the individual but to the Township. It is the intent and desire of the Township that equal employment opportunity will be provided in all areas of employment including promotions, wages and benefits.

SIGNATURE AND ACKNOWLEDGEMENT BY APPLICANT

1. The facts set forth in my application for employment are true and complete to the best of my knowledge.
2. I fully understand that any false statements made will automatically exclude my application for employment or, if employed, will be considered just cause for dismissal.
3. If considered for employment I understand that Danbury Township is a drug-free workplace, that it is mandatory to have a pre-employment drug screen and that a positive drug test will prohibit me from being offered employment.

Signature of applicant: _____ Date: _____

Return your completed application to:

The Danbury Township Board of Trustees
5972 Port Clinton Eastern Road
Marblehead, OH 43440

www.danburytownship.com
Telephone: (419) 732-3039 Fax: (419) 734-3137