

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.

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.

Selection Guidelines:

Formal application, reference & background check, oral interview and; pre-employment drug test & physical required. 3-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 October 5, 2024**. 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.*