



POSITION DESCRIPTION

TITLE: PLANNING & ZONING MANAGER

EXEMPT NON-EXEMPT

DEPARTMENT: Planning & Zoning Department

REPORTS TO: Township Administrator

ESSENTIAL FUNCTIONS:

Oversight of planning and zoning related operations for the Township. Duties include as follows: reviews and approves zoning permits; coordinates site plan reviews; prepares staff reports; provides subject matter expertise to the Township Boards (Trustees, Board of Zoning Appeals, Zoning Commission); administers the Township's Zoning Resolution and Land Use Plan; supervises part-time support staff; and oversees zoning compliance issues.

OTHER FUNCTIONS:

Other functions include as follows: represents Sylvania Township at Lucas County Plan Commission and other applicable outside meetings; provides assistance to the public, developers and other stakeholders on zoning and land use matters; prepares and oversees bi-weekly department payroll; prepares monthly reports and other reports as requested by the Board of Trustees; maintains zoning records; and conducts site visits to properties and on-going projects in the Township.

EDUCATION/EXPERIENCE:

MINIMUM

- Bachelor's Degree in Urban Planning, Geography, Public Administration or related field
- Experience with public speaking and presenting zoning reports and recommendations
- Experience in public service/customer service

DESIRED

- Four years of management experience in zoning, urban planning, or related field
- Knowledge of local governmental operations. Preferably in township environment
- Supervisory experience in a public administration environment

NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

Thorough knowledge of the principles and practice of planning and zoning administration. Knowledge and ability to make practical use of mapping/GIS technology. Ability to read site plans/plot plans. Ability to effectively deal with developers and general public to ascertain needs and resolve issues. Must have excellent oral and written communication skills. Computer skills in Microsoft Office and other work-related software programs. Ability to perform mathematical calculations.

SUPERVISION RECEIVED/EXERCISED:

Position requires the ability to work independently with minimal, direct supervision provided by the Township Administrator. Responsible for the direct supervision of a part-time Zoning Clerk and a part-time Zoning Compliance Officer.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Must be able to operate a motor vehicle.
Must be able to stand, walk, and sit.
Ability to climb, stoop, kneel, or crouch on occasion.

TOOLS & EQUIPMENT USED:

Desk Top/Laptop Computer
Printer/Copier
Calculator
Measuring Wheel/Devices
Digital camera

SPECIAL REQUIREMENTS:

Valid Driver's License

DISCLAIMER: The omission of specific duties does not exclude them from the position. The job description does not constitute an employment agreement between the employee and the employer and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position

Approved by: John Zeicher Date: 1/10/2019