

Butler Township

Position Description

POSITION TITLE:

Community Planner

DEPARTMENT:

Administration

DATE:

April 12, 2022

EMPLOYMENT CLASSIFICATION:

Exempt

SUPERVISOR/MANAGER:

Township Administrator

REVISION DATE:**BASIC FUNCTION OF THE POSITION:**

The Community Planner serves in the capacity of the township's planning, zoning, code enforcement, and economic development coordinator.

All functions of this position must be performed competently without resulting in health or safety risks to the employee or others. In no instance should the duties, responsibilities, and requirements delineated in this position description be interpreted as all-inclusive. Additional essential and non-essential functions, duties, responsibilities and requirements may be added or assigned as deemed appropriate by the Township Administrator.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Administers and executes planning and zoning procedures which support the promotion of residential and commercial development in the township.
- Conducts plan reviews, field inspections and assures compliance with the township's Zoning Resolution for all development proposals.
- Plans, directs and coordinates updates of the township's Zoning Resolution, Property Maintenance Code, and Comprehensive Plan.
- Coordinates, prepares and presents planning and zoning applications to the Zoning Commission and Board of Zoning Appeals.
- Serves as the liaison to the Zoning Commission and Board of Zoning Appeals meetings and attends all zoning board meetings.
- Advises and consults with developers to ensure quality development in the township.
- Coordinates with co-workers, Service Department Director, County Building Department, County Engineer, Fire Chief and Police Chief, as needed, regarding development projects and code enforcement.
- Disseminates information to residents, contractors, developers and realtors regarding the township's planning and zoning resolutions and application procedures.
- Investigates, serves notices, and enforces all zoning and property maintenance complaints.
- Plans and manages economic development activities and operations to foster business retention and expansion.

- Handles special assignments, research, or project management, activities as may be assigned by the Township Administrator.
- Represents the Township at meetings, public engagements, or other such functions as deemed necessary by the Township Administrator.
- Assists in preparing recommendations for various grant applications.
- Maintains professional and appropriate interaction with staff, department heads, elected officials and the general public.
- Performs other duties as assigned.

ADDITIONAL FUNCTIONS/RESPONSIBILITIES:

- Stays abreast of current knowledge and trends in the fields of planning, zoning and general development issues as they relate to townships.
- Performs other job-related duties and activities as needed.
- Works beyond 40 hours in any given week; may include evenings or weekend hours.
- Travels as requested.
- Promotes, gets along, and works in a harmonious relationship with others.

MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:

- Master's Degree or Bachelor's Degree in Planning, Public Administration, or related field.
- Five years of increasingly responsible full-time experience in planning, code enforcement, administration or related field.
- Ability to plan and supervise a variety of work programs and make independent decisions requiring technical knowledge and judgment.
- Excellent oral and written communication and presentation skills.
- Ability to listen attentively, organize thoughts, and speak and write clearly, and comprehend written documents.
- Ability to use a personal computer to create publications, reports and correspondence.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Experience conducting research and making appropriate recommendations as it relates to planning and development.
- Ability to prepare and present analysis and recommendations to a variety of audiences.
- Ability to write clear and concise reports and memoranda.

- Ability to establish and maintain an effective and productive working relationship with the Township Administrator, department heads, supervisors, staff, elected officials, and the public.
- Must have a valid driver's license and remain insurable, without penalty or surcharge under the Township's vehicle insurance plan.

BEHAVIOR TRAITS:

- Ability to exercise considerable independent judgment and discretion in carrying out daily operations of the Township.
- Ability to work as part of a team and build professional relationships with staff, colleagues, co-workers, elected officials, community leaders, and citizens.
- Ability to absorb information quickly and perform duties in a timely and accurate fashion.
- Ability to plan and organize multiple priorities and projects and make decisions exhibiting good judgment as well as respond to multiple customers (internal and external).
- Ability to shift attention quickly and accurately from one matter to another.

SCOPE OF DAILY CONTACTS: Township Administrator, staff, department heads, elected officials, zoning board members, residents, contractors, consultants, developers, builders and realtors.

DIRECT REPORTS: Part-Time or Seasonal Code Enforcement Officer (when filled).

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret complex documents.
- Ability to respond effectively orally and in writing to the most sensitive inquiries or complaints.
- Ability to assist in writing speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

COMMUNICATION SKILLS: The communication skills described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Orally Converse: Continuous
- Written: Continuous
- Hearing: Continuous

MATHEMATICAL SKILLS: Ability to comprehend and apply principles of basic mathematics and statistics.

REASONING ABILITY:

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.).
- Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee frequently is required to sit and use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk, and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- The employee must be able to operate a motor vehicle.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is usually moderate.
- Pressure sustained is frequent.

EXPOSURE TO BLOOD AND/OR BODILY FLUIDS: Not likely.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview; reference checks; background checks; physical/drug screen; job related tests, may be required.

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.

In accordance with the American's with Disabilities Act and Ohio law, Butler Township provides reasonable accommodations to qualified disabled individuals to enable them to perform the essential functions of their job. However, no accommodation will be made which may result in serious health or safety risks to the employee or others or undue hardship on the Township.

Butler Township reserves the right to change, modify, suspend, delete, or depart from any and/or all parts of this position description, at any time. Nothing in this position description is intended to limit the Township's rights in any manner or to create a contract of any kind.

Employee Printed Name

____/____/____

Employee Signature

____/____/____
Date