

August 26, 2024

Township Administrator/Zoning Director Bethel Township, Miami County

THE POSITION: Bethel Township, Miami County, Ohio, is seeking an engaging, innovative, and steady leader for the position of Township Administrator/Zoning Director. Reporting to the Township Trustees, this position oversees the operations of the Township and Fire Department, which is managed by the Fire Chief.

The Township Administrator/Zoning Director is a pivotal member of the administration and provides Township-wide expertise on matters relating to the administration of all Township programs, employees, trustee and zoning meeting preparations and requirements, public safety programs, and all other activities involved in the smooth running of Bethel Township.

QUALIFICATIONS: Minimum qualifications require a bachelor's degree (Public Administration or a closely related field preferred); five (5) years of progressively responsible work experience in administration and/or management; proficiency with Microsoft Word, Excel, and PowerPoint; strong communication, organization, analytical thinking, attention to detail, and problem-solving skills; experience in negotiations with vendors; experience in budget creation and budgeting with a focus on cost control.

Preferred qualifications include experience in Township, County, or Municipal government; knowledge of zoning, code enforcement, planning, and economic development; experience at supervisory level; proficiency in land use, land development plan review, site plan review; knowledge of GIS; experience in developing, proposing, and enforcing township policies and procedures.

Applicant must possess and maintain a valid driver's license and remain insurable under the Township's vehicle insurance plan.

PHYSICAL REQUIREMENTS: While performing the duties of the job, the employee is frequently required to sit and talk or hear, use hands to handle, feel or operate objects, tools, or controls, and reach with hands and arms. Must occasionally lift and/or move boxes weighing up to thirty pounds.

TOWNSHIP ADMINISTRATOR FUNCTION

Assists in the administration, enforcement, and execution of the policies and resolutions of the Board of Township Trustees. The Administrator is responsible for overseeing the day-to-day operations, functions, and activities of the Township.

ESSENTIAL FUNCTIONS AND DUTIES:

- Directs work activities of employees
- Issues directives, interprets policy, provides direction, and ensures that work activities comply with Board of Trustee policy and resolutions
- Establishes policies subject to the approval of the Board

- Attends Board of Trustee meetings, Township committee meetings, and other meetings as requested by the Board
- Establishes and maintains effective working relationships with all Township employees, elected officials, and the public
- Manages and coordinates roadway and infrastructure projects
- Coordinates and prepares annual Township budget in conjunction with the Township Fiscal Officer and the Board of Trustees
- Monitors the financial activity of each area and administer purchasing function
- Serves as liaison between Board of Trustees and other governmental agencies and groups representing a common interest with Township affairs
- Represents the Board of Trustees in meetings, conferences, and hearings
- Provides testimony and information, prepare correspondence, and respond to communication on behalf of the Board
- Performs annual inventory
- Negotiates with vendors regarding Township infrastructure (utilities) and other purchases
- Provides Information Technology assistance to employees and Trustees
- Maintains Township website, equipment, backups, and software applications
- Develops, revises, and Implements the Township's IT Disaster Recovery Plan

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of personnel management and administration
- Knowledge of budgeting and finance, planning and zoning, and public safety administration
- Knowledge of Title 5 - Townships of the Ohio Revised Code
- Knowledge of economic development, engineering, and public works
- Knowledge of risk management
- Knowledge of grant administration and grant writing
- Skill in effective decision making
- Skill in carrying out programs and policies
- Ability to establish and maintain effective communication and working relationships with the elected officials, public, employees, press, and other mass media
- Ability to analyze and evaluate public programs and design and implement new programs as needed
- Ability to prepare meaningful, concise, and accurate reports and directives
- Ability to handle sensitive issues with public officials, employees, and the public
- Ability to resolve complaints from residents

ZONING DIRECTOR FUNCTION

Provides administrative and technical work regarding the current and long-range planning programs for the Township, specifically related to the development and implementation of land use and related plans and policies. Responsible for all Township activities related to planning, zoning, property maintenance, and economic development.

ESSENTIAL FUNCTIONS AND DUTIES:

- Manages and supervises planning operations and department to achieve goals within available resources

- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates activities with other agencies as needed
- Provides professional planning and land use advice to the Trustees and boards; makes private and public presentations to Township Trustees, boards, commissions, civic groups, and the public
- Communicates official plans, policies and procedures to boards and the public
- Applies for federal, state, and local grant resources where applicable; manages and monitors the application, submission, award, oversight, and reimbursement process related to federal, state, and local grants; coordinates with regional planning and other entities as applicable
- Prepares a variety of studies, reports, and related information for decision-making purposes
- Supervises the development and implementation of growth management, land use, economic development, open space, facilities, or other plans and codes to meet the Township's needs and any intergovernmental agreements or requirements
- Makes recommendations concerning Joint Economic Development Districts, Community Economic Development Agreements and Tax Increment Financing
- Evaluates land use proposals to ensure compliance with applicable Township, County, State or Federal laws
- Approves development permits, sign permits, subdivision plats, variance adjustments, and minor land development proposals within scope of authority and responsibility
- Issues zoning permits, conducts permit inspections, and follow up as needed
- Ensures the maintenance of accurate and complete records relating to permits, maps, blueprints, overlay, and sketches pertinent to planning and development programs and projects
- Reviews all applications for the Zoning Commission and Board of Zoning Appeals regarding minor and major subdivisions and land development, all commercial permit applications, and all variance applications
- Attends meetings and hearings of the Board of Trustees, Miami County Planning Commission, Zoning Commission, and Board of Zoning Appeals
- Provides zoning support to the Zoning Commission, Board of Zoning Appeals, and Township Trustees as needed
- Updates and maintains a database of information for planning and zoning purposes
- Responds to local citizens inquiring about township planning and zoning regulations, resolutions, and ordinances; ensures resolution of disputes/grievances between planners and/or applicants, as required
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal zoning and planning
- Performs the duties of the Code Enforcement Officer as needed
- Manages the enforcement of local ordinances and in interpreting township resolutions, codes, and plans
- Perform other tasks as needed or directed by the Township Trustees

APPLICATION PROCEDURE: In addition to submitting an [application](#), applicant must attach the following materials for it to be considered complete: cover letter, resume, required and relevant

certifications, college degree(s) and, if applicable, a full copy of any military discharge paperwork. Township Trustees may waive certain requirements to ensure an adequate candidate pool.

COMPENSATION & BENEFITS: This is a full-time, salaried position with a pay range of \$75,000-\$100,000. Compensation is contingent upon candidate's experience, qualifications, related skills, knowledge, and abilities. Excellent benefits including health, dental, vision, and life insurance; OPERS retirement plan; 11 paid holidays; and paid time off in vacation, sick leave, and personal days.

APPOINTMENT PROCEDURE: Selection process includes a review of all submitted materials. Appointment procedure may include written/video tests. Candidate will be required to complete a criminal and background check, a driver's license review, and physical/drug test. Anticipated start date is October, 2024.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all responsibilities, tasks, and duties. 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 and other duties, as assigned, might be part of the job. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. This job description does not constitute an employment agreement between the employer and the employee; and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Applications and supporting documentation are DUE FRIDAY, OCTOBER 18, 2024 by 4:30 PM!

CONTACT: Julie Reese, Acting Township Administrator, administrator@betheltownship.org with questions or to submit materials.

Please drop at or mail to:
Bethel Township Administrator
8735 S. Second St. (Brandt)
Tipp City, Ohio 45371

or Email to:
administrator@betheltownship.org



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