

March 18, 2026

Township Zoning Inspector Bethel Township, Miami County



THE POSITION: Bethel Township, Miami County, Ohio, is seeking an engaging, innovative, and self-motivating leader for the position of Zoning Inspector. The Inspector is responsible for administration of the township's zoning code and the investigation and application of uses of land in the unincorporated portion of the township. Under general direction of the Board of Trustees and Township Administrator, the Zoning Inspector manages the daily operations of the Zoning department; works with the public to process zoning and land-use complaints, applications and appeals; maintains all files and completes administrative procedures related to zoning cases. The position is part-time, not to exceed 30 hours per week.

The Township Zoning Inspector is a pivotal member of the administration and provides township-wide expertise on all matters relating to zoning.

QUALIFICATIONS: Graduation from a standard high school or the equivalent with a minimum of two (2) years of experience in zoning administration and code enforcement, or a closely related field such as building inspection or land use planning; ability to perform application and site plan reviews; desire and ability to acquire a thorough knowledge of the township's planning and zoning resolutions, and, Ohio Revised Code Chapter 519 (Township Zoning); proficiency with Microsoft Word, Excel, and PowerPoint; strong communication, organization, analytical thinking, attention to detail, and problem-solving skills; and experience in public-facing relations.

Preferred qualifications include knowledge of GIS; experience in Township, County, or Municipal government; experience at a supervisory level; and proficiency in land use and land development plan reviews.

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, general office equipment, or controls, and reach with hands and arms. Must occasionally lift and/or move boxes weighing up to thirty pounds. The Inspector will also be required to travel to individual properties and operate a camera to take pictures.

ZONING INSPECTOR FUNCTION

Responsible for all Township activities related to planning, zoning, property maintenance (nuisance enforcement), and economic development. 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. Essential functions and duties:

- Answers inquiries regarding zoning issues, concerns, and complaints
- Administers all zoning applications and zoning issues
- Maintains catalog of site plans as approved by the Board of Zoning Appeals, Zoning Commission, and Board of Trustees
- Inspects signs
- Performs violation inspections
- Files affidavits and prepares evidence for, and testifies at court hearings, if necessary
- Conducts field inspections of site plans approved by the Board of Zoning Appeals, Zoning Commission, and Board of Trustees

- Acts as secretary of the Board of Zoning Appeals and Zoning Commission when the Zoning Secretary is unavailable or unable to perform the secretarial duties, or for any meetings discussing text amendments to the Zoning Resolution
- 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
- Issues all necessary zoning certificates as required by the Bethel Township Zoning Resolution
- Maintains the Bethel Township Comprehensive Land Use Plan
- Maintains the Bethel Township Zoning Resolutions
- Perform other tasks as needed or directed by the Township Trustees

For the complete job description, see [resolution #26-01-012](#) on Bethel Township’s website on the resolutions page.

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 part-time, hourly position with a pay range of \$25.00 - \$30.00 per hour. Compensation is contingent upon candidate’s experience, qualifications, related skills, knowledge, and abilities. Benefits include OPERS retirement plan; access to dental, vision, and Aflac; and paid time off in vacation 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 April-May, 2026.

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 Thursday, April 2, 2026 by 4:00 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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