

Township Administrator/Zoning Administrator

The Etna Township Board of Trustees are looking for a self motivated person as a Township Administrator/Zoning Administrator. We are a rapidly growing community. We pride ourselves on customer service and being pro-active not re-active. If you would like to become a part of this team, grow with the Township, and meet the requirements below, we would like to hear from you.

The Administrator serves under the direction and supervision of the Etna Township Trustees and holds office at their pleasure. The Administrator is classified as an at-will employee. The Administrator will enforce the Zoning Resolution and represent the Board of Trustees at meetings and fulfill all other duties assigned by the Board of Trustees. Administrator will have knowledge of Township policies and procedures, zoning enforcement, public relations, work place safety and Ohio Township Law.

The duties performed by the Township Administrator include, but are not limited to the following:

1. Plans, coordinates, directs and participates in the development and implementation of goals, objectives, policies, and procedures.
2. Administers, enforces, and executes the policies and resolutions of the Board of Trustees.
3. Confers with the Board of Trustees in the determination of basic policies, procedures, and programs; prepares and presents reports of Township operations, procedures and special problems and recommends measures for adoption to the Board of Trustees. Prepares and submits to the Board of Trustees such reports as are required by the Board or as he/she considers advisable.
4. Enforces the Etna Township Zoning Resolution including the issuing of Permits and Violations.
5. Works with the Etna Township Zoning Commission on amendments to the Zoning Resolution.
6. Prepares reports for the Etna Township Board of Appeals on variances, conditional use permits and interpretation of the Zoning Resolution.
7. Confers with residents, taxpayers, businesses, and outside agencies having an interest, or potential interest in Township affairs or concerns.
8. Confers with department heads concerning administrative and operational problems; make appropriate decisions and/or recommendations. Supervises and directs the activities of the affairs of the divisions of Etna Township

government under the control or jurisdiction of the Board of Trustees.

9. Represents the Township at a various meetings and public functions as required and attend all meetings of the Board of Trustees at which his/her attendance is required.
10. Coordinates Township activities with other governmental agencies and outside organizations.
11. Oversee the competitive bidding process for Township activities: review the preparation of specifications, RFPs, review notices and advertisements, conduct bid openings, pre-bid conferences, make recommendations on awards, and check references.
12. In conjunction with the Board of Trustees and appropriate employees, develop strategic short, median, and long-range plans, review and analyze appropriate data and prepare studies and reports, make recommendations as the Board of Trustees deem necessary for decision-making purposes.
13. Oversee the operations of the Township and manage compliance with legal and regulatory requirements.
14. Perform such additional duties as assigned or as the Board of Trustees may determine by resolution.

QUALIFICATIONS

Computer skills (Windows, Word, Excel, Powerpoint, Access and Internet).

Grant Writing and Economic Development knowledge.

Strong customer service and organizational skills.

A competitive salary and benefits package will be offered depending on candidate's experience and qualifications.

Resumes must be received by March 18, 2017 @ 9:00 A.M.

Send Resumes to:

Etna Township
81 Liberty Street
Etna, Ohio 43018
Attn: Mr. Walter Rogers, Fiscal Officer
or e-mail to
wrogers@etnatownship.com

