



POSITION TITLE: TOWNSHIP PLANNER  
PAY RANGE: **\$32.00 - \$37.00 per hour**  
REPORTS TO: TOWNSHIP ADMINISTRATOR  
FLSA STATUS: NON-EXEMPT

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### **Purpose of Position**

The Township Planner position is a vital member of the Etna Township team and is responsible for supporting planning and zoning functions within our community. The role is responsible for the community's current planning and growth management process, permit reviews and assists in updates to zoning codes, plan review process, and enforcement of the Zoning Resolution and Ohio Revised Code. This position involves reviewing development plans and applications for compliance with zoning codes, issuing necessary permits, conducting field inspections, and providing staff support to various planning boards and commissions.

The position provides professional support and reports directly to the Township Administrator regarding long range planning projects and the administration of Township policies, programs and procedures. Requires excellent interpersonal skills, including building relationships, synthesizing and aiding in the resolution of conflicting goals and opinions, and inspiring confidence in the goals and direction of the community.

### **Essential Job Functions & Competencies**

- Assists in coordinating the daily operation of the department, administers and interprets the township zoning resolution, issues routine zoning permits, maintains and updates all zoning records, files, and zoning maps, coordinates matters pertaining to zoning administration, serves as land-use planner for the township, exercises judgment as to when to confer with and refer matters to the Township Administrator that are complex or novel.
- Assists and supports in all areas including complex reviews, preparation of reports and presentations, creating and updating plans, recommending zoning revisions, problem solving, enforcement and coordination with other departments and agencies.
- Assists in coordinating work of the Township Zoning Inspector.

- Ensures departmental work and staff comply with directions from the Township Administrator and adopted policies and procedures of the Board.
- Staffs and provides technical assistance to the Etna Township Zoning Commission and Board of Zoning Appeals. Creates reports and collaborates to form staff recommendations. Makes presentations and assists with meeting coverage. Assists in drafting and preparing agendas and organizes and delivers case materials,
- Accepts and reviews zoning applications. Determines completeness of the applications and compliance with the Zoning Resolution.
- Reviews zoning determinations by enforcement staff and collaborates with the Township Administrator in evaluating cases for elevated enforcement activity.
- Backs up and assists staff with onsite inspections.
- May serve as a witness in court proceedings.
- Works closely with the Licking County Planning Commission and Building Department in zoning and planning matters; attends regional planning commission meetings.
- Maintains database of all zoning permits, enforcement violations, zoning and appeals cases, and ensures the database remains up to date.
- Provides assistance to developers, builders and residents on planning and zoning related questions and issues.
- Assists in updating the Official Zoning District Map and ensures the Township webpage content is accurate and up to date.
- Maintains a complete file of zoning permits issued including all applications, drawings, plans and permits; maintains a complete file of all Zoning Commission and Board of Zoning Appeals cases and an archival system for old cases.
- Works with citizens, citizen groups, public agencies and officials on planning, zoning and general development issues as they relate to the Township.
- Maintains a working knowledge of current trends in the fields of planning, zoning, and related topics through research and involvement in professional organizations.
- Assists the Zoning Inspector in the investigation of zoning violations, such as receiving follow up calls, advising violators of corrective actions, organization of files and paperwork, tracking violation notices and follow-up on compliance.
- Drafts routine and special correspondence and undertakes special research projects.
- Assists and provides backup to department employees.
- Performs other related duties as required.

***The aforementioned duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

#### **Knowledge, Skills & Abilities Required to Perform Essential Job Functions:**

- Ability to review, classify, categorize, prioritize, and/or analyze data, including exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.
- Essential functions are regularly performed without exposure to adverse environmental conditions.

### **Minimum Qualifications**

- A bachelor's degree from an accredited college or university in Planning, Architecture, Urban Planning, or related field.
- A minimum three years' experience in public planning.
- Successful customer service experience.
- Knowledge of database programs such as IWork and typical planning software tools.
- Proficiency in office products—Word, Excel, PowerPoint.
- Possesses excellent writing skills.

### **Preferred Qualifications**

- Five years' experience in public planning.
- Experience with graphics software, such as ArcView.