

Guilford Township

Zoning Secretary Job Description

RESPONSIBILITIES:

Under the general direction of the Guilford Township Trustees, the Zoning Secretary administers all Zoning Commission and Board of Appeals matters, including working with the Zoning Inspector, maintaining and updating all zoning manuals and files.

The Assistant Zoning Secretary will work under the direct supervision of the Zoning Secretary and emulate the same functions, requirements and skills as the Zoning Secretary.

QUALIFICATIONS:

- High school graduate or the equivalent required
- College credits or degree in land use preferred or any combination of training and experience, skills and abilities;
- Possession of a valid Ohio driver's license.

BOARD OF ZONING APPEALS MAJOR DUTIES:

- A) Zoning applications from Zoning Inspector
- B) Set hearing date with Chairman
- C) Acquire information online or go to Tax Map Office to get information on property in question
- D) Write notice of hearing
- E) Legal notice to Gazette at least 10 days before hearing
- F) Send notices to applicant, all adjacent property owners, and property owners across the road from applicant's property at least 10 days before hearing. Usually by certified mail
- G) Send or deliver notices to Board members, Trustees, and Zoning Commission and post one on the bulletin board
- H) Record the hearing
- I) Swear in Board and all who give testimony
- J) Take notes during hearing
- K) Transfer recording to an electronic media and make backup copy to be kept at the Township hall

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- L) Write minutes of the hearing
- M) Make copies of the minutes for the Board
- N) Meet with Board to read and approve or correct minutes within 30 days after the hearing
- O) Send copy of the application with approval or disapproval to the applicant and Zoning Inspector
- P) Keep minutes in book at office
- Q) Keep files on the hearings in file cabinet in office
- R) Attend Trustees' meetings twice monthly and give report
- S) Send notice of the hearing to area news in the Gazette

ZONING COMMISSION MAJOR DUTIES:

- A) Make agenda for meetings
- B) Record meetings
- C) Take notes during meeting
- D) Transfer recording to an electronic media and make backup copy to be kept at the Township Hall
- E) Write minutes of the meeting from the recording
- F) Any changes to the zoning manual have to be presented to the County Planning Commission and the Prosecutor within 3 days after the change is approved by the Zoning Commission
- G) Attend the Medina County Planning Commission public meeting concerning changes to the Guilford Township Zoning Resolutions
- H) Have public hearing on the changes to Guilford Township Zoning Resolutions
- I) Have the Trustees schedule a public hearing on the changes to Guilford Township Zoning Resolutions
- J) Keep all manuals up to date
- K) Every 5 years review the Comprehensive Plan at a public meeting

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- L) Advertise all public meetings in the legal section of the Medina Gazette 10 days before meeting
- M) Send in notice of meetings to the Gazette in area news
- N) Keep track of the meetings each member attends. Both committees

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of Township zoning resolutions and Laws
- Demonstrated skill dealing effectively with public officials, co-workers and the general public
- Demonstrated skill in office technology
- Demonstrated skill in interpersonal communications (written and verbal)
- Demonstrated skill in organization
- Proven ability to read and interpret site plans, zoning regulations, and procedures
- Ability to maintain various zoning files, records, and financial records of receipts and expenditures

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GUILFORD TOWNSHIP ASSISTANT ZONING SECRETARY

Applications are being accepted by the Guilford Township Trustees for the part-time position of Assistant Zoning Secretary. Must have a valid Ohio driver's license and be able to pass drug screening. There are no guaranteed minimum hours associated with this position. Send resume to Guilford Township, 3800 Greenwich Rd., Seville, OH 44273. Deadline for application will be June 11, 2018. A full job description can be viewed at: www.guilfordtwpoh.com. Please call 234-352-8794 with any additional questions.