

HIRING NOTICE

PART-TIME ZONING ADMINISTRATOR

The Wayne Township Board of Trustees is seeking a candidate for a Part-time Zoning Administrator position. The part-time Zoning Administrator is responsible to the Board of Trustees for the management of all aspects of the township zoning department.

The applicant will be required to obtain a complete understanding of the township zoning resolution and be able to apply the resolution to zoning applications and cases as submitted by citizens of the township. The employee will be responsible for issuing zoning permits in accordance with the zoning resolution.

The employee will conduct site visits to ensure zoning resolution compliance and will when necessary issue violation letters, attend court ordered mediation and if necessary attend court cases representing the township.

The employee will interact with the township Zoning Commission and the Zoning Board of Appeals.

Employee must have the ability to use Microsoft Office related applications and have excellent interpersonal skills.

Hours and Pay will be discussed as part of an interview process.

To apply: Please submit a resume detailing any previous Zoning knowledge and skills or other office management experience to:

Wayne Township Board of Trustees
6320 State Route 133
Goshen, Ohio 45122

Or

Via email to: Zoningadmin@wayne-township.org