

PURPOSE: The position of Planner reports directly to the Development Director to assist in the compliance of the Township's Vacant Registries, with preparation of materials for the Zoning Commission and Board of Zoning Appeals, production of graphic content for various departments (including GIS) and permitting.

SCOPE: Under general supervision, assists the Development Director in the performance of planning duties and other zoning matters related to amendments, enforcement, and other activities incumbent upon the Development Department.

ESSENTIAL ROLES & RESPONSIBILITIES: May include, but not limited to the following:

- Administer the Vacant Foreclosed Property Registry Program and Vacant Building Maintenance License Program.
- Process and set up files for incoming cases to the Board of Zoning Appeals and Zoning Commission, send notices to applicants of the scheduled hearing/meeting dates, and maintain files through the process.
- Process incoming zoning certificate applications for approval by the Development Director.
- Send out requests for review of zone and map amendment applications to appropriate county and state agencies.
- Prepare legal notices for publication and notices to all parties of interest of all zoning related public hearings before the Board of Zoning Appeals, Zoning Commission and the Board of Trustees.
- Prepare agendas and staff reports for the Board of Zoning Appeals and Zoning Commission meetings and mail out meeting packets to appropriate Boards, upload meeting packets to Township website, and sets up Chamber for meetings.
- Act as Recording Secretary for Board of Zoning Appeals and the Zoning Commission.
- Attend meetings and prepare meeting minutes. Upload approved minutes to Township website and maintain official meeting minute books.

PLEASE GO TO WWW.COLERAIN.ORG FOR ADDITIONAL INFORMATION

CRITICAL SKILLS / EXPERTISE:

- Knowledge of motor vehicles, personal computers, oversize plotter, copiers, calculators, two-way radios, telephones, fax machine, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite; ArcGIS, Adobe Creative Suite.
- Exceptional customer service skills.

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EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- Ability to obtain AICP certification.
- Must possess a Bachelor's degree in Urban Planning, Urban Studies, Geography, Public Administration, Public Affairs, or a related field.

To see additional information and apply for this position go to www.colerain.org and select employment opportunities at the bottom of the page