



PURPOSE:

The position of the Senior Planner/Development Officer reports directly to the Director of Development to ensure compliance with the Colerain Township Zoning Resolution and contribute to long and short range planning programs of the Township, including the development and implementation of land use or other township plans and policies and potentially production of graphic content for various departments (including GIS).

SCOPE:

Under the supervision of the Director of Development, this position will perform a variety of routine and complex tasks such as: review of site and construction plans; conduct field inspections of signage, new construction, and existing properties.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- May serve as staff to the Township Zoning Commission and/or the Board of Zoning and Appeals at regular meetings and public hearings.
- Prepares, researches, and processes cases filed before the Township Zoning Commission and Board of Zoning Appeals.
- Coordinate reviews with other government agencies, and maintain accurate records of all cases.
- Assist with periodic updates of the Comprehensive Plan and Zoning Resolution.
- Prepare GIS related maps, implement and maintain zoning permit software and database, data gathering, and assist the public.
- Prepare Record of Proceedings from Zoning Commission meetings for zoning applications to be included in case files.

PLEASE GO TO WWW.COLERAIN.ORG FOR ADDITIONAL RESPONSIBILITIES

CRITICAL SKILLS / EXPERTISE:

- Knowledge of motor vehicles, personal computers, oversize plotter, copiers, 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.
- Ability to handle situations that require diplomacy, fairness, firmness, and sound judgement.
- Efficient Customer Service.

PLEASE GO TO WWW.COLERAIN.ORG FOR ADDITIONAL INFORMATION

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state driver's license.
- AICP certification preferred or ability to obtain AICP certification. Professional certification in property maintenance and enforcement helpful but not required.
- Must possess a Bachelor's degree in Urban Planning, Urban Studies, Geography, or related field.
- Must possess a minimum of three years of relevant experience which evidences knowledge of zoning review and processing, planning administration, land development, city planning and zoning enforcement.

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