

Zoning Inspector / Administrative Assistant – Wayne Township
Adopted by Board of Trustees
11.5.2013

Zoning Inspector / Administrative Assistant Wayne Township

General Nature of Work

A Zoning Inspector, (Administrator), designated by the Board of Township Trustees shall administer and enforce Wayne Township's Zoning Resolutions. They may be provided with the assistance of such other persons as the Board of Township Trustees may direct.

Administrative Assistant

Provide both clerical and administrative support to staff, either as part of a team or individually. The role will play a vital part in the smooth operations of the township offices.

Will be involved with the coordination and implementation of office procedures and frequently have responsibility for specific projects and tasks.

Equipment and Job Location:

The job site is the Wayne Township Zoning Office. Equipment used may include (but not limited to) the following: personal computer, copier, telephone and general office equipment.

Essential Functions – Examples of Duties:

1. Enforce the provisions of the Zoning Resolution and interpret the meaning and application of its provisions.
2. Respond to questions concerning applications for amendments to the Zoning Resolution text and the Official Zoning District Map.

3. Issue zoning certificates as provided by this Resolution, and keep a record of same with a notification of any special conditions involved.
4. Act on all applications upon which he is authorized to act by the provisions of this Resolution within the specified time, or notify the applicant in writing of his refusal or disapproval of such application and the reason therefore. Failure to notify the applicant in case of such refusal or disapproval within the specified time shall entitle the applicant to submit his request to the Board of Zoning Appeals.
5. Conduct inspections of buildings and uses of land to determine compliance with this Resolution and, in case of any violation, to notify in writing the person(s) responsible, specifying the nature of the violation and ordering corrective action.
6. Maintain in current status the Official Zoning District Map which shall be kept on permanent display in the Township offices.
7. Maintain permanent and current records required by the Resolution, including but not limited to zoning certificates, inspection documents and records of all variances, amendments and special uses.
8. Make such records available for the use of the Township Trustees, the Zoning Commission, the Board of Zoning Appeals, and the public.
9. Review and approve site plans pursuant to the Resolution.
10. Determine the existence of any violations of this Resolution, and cause such notifications, revocation notices, stop orders, or initiate such other administrative or legal action as needed, to address such violations.
11. Prepare and submit monthly reports to the Township Trustees on the administration of the Resolution, setting forth such information as may be of interest and value in advancing and furthering the purpose of the Resolution. Such report shall include recommendations concerning the schedule of fees.

12. Attend all Zoning Board of Appeals hearings and Zoning Commission meetings.

13. Work closely with representatives of the Prosecutor's office to coordinate enforcement of the zoning resolution, and testifying in court as required.

Administrative Assistant

This position may require secretarial and administrative assistance duties, such as

1. Maintain paper and electronic filing systems for records and messages along with Human Resource functions
2. Using a variety of software packages, such as Microsoft Word, Outlook, Power-point, Excel etc. to provide correspondence and documents and maintain presentations, records, spreadsheets and databases.
3. Devising and maintaining office systems and files.
4. Using content management systems to maintain and update websites and internal databases.
5. Attend meetings, taking minutes and keeping notes.
6. Liaising with staff in other departments and with external contacts.
7. Answering phones and greeting visitors and directing them to proper department heads.

Additional Examples of Work Performed

Responds to complaints from citizens.

Communicate verbally and in writing and interact with the public in an appropriate and courteous manner.

Performs related duties as directed.

Desirable Knowledge, Skills and Abilities

Establish and maintain an effective working relationship with township officials, supervisory personnel, fellow employees, other township employees, volunteers, and the general public.

Maintain records efficiently and accurately as well as the ability to communicate effectively both orally and in writing and to prepare reports in a neat, concise and accurate manner.

Operate standard office equipment such as a personal computer, copier, telephone and general office equipment.

Understand and follow oral and/or written instructions.

Attention to detail

Ability to manage time and work within deadlines

Work under the limited supervision of the Township Trustees and Administrator.

Qualifications

Graduation from a standard high school or the equivalent, supplemented by some experience in clerical work, or any combination of training and experience which provides the desired knowledge, skills and abilities.

Special Requirements

A valid state driver's license is required.

No felony convictions.

Own an insured vehicle for use in performance of inspection duties.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to cold, wet and/or humid conditions. The noise level in the work Environment is usually quiet while in the office.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the Township and employee and is subject to change by the Township as the needs of the Township and requirements of the job change.