



Municipality of Carlisle, Ohio  
760 Central Avenue  
Carlisle, Ohio 45005  
(937) 746-0555 | Fax (937) 743-8178  
www.carlisleoh.org

## **Job Announcement and Description PLANNING AND ZONING ADMINISTRATOR**

The Municipality of Carlisle, Ohio (est. pop. 5,500), situated southwest of Dayton in both Montgomery County and Warren County, Ohio, is seeking a talented professional to assist in the administration and coordination of various zoning, code enforcement and economic development activities. Under limited supervision of the Village Manager, the Planning and Zoning Administrator is a professional position with a high degree of independence and is responsible for the administration of all Municipal planning and zoning policies as well as perform a variety of tasks in support of promoting residential, commercial, and industrial development within the Municipality.

### **ESSENTIAL EQUIPMENT AND JOB LOCATION**

This position requires general knowledge of standard office equipment including: personal computer, copier, fax machine, telephone, and general office equipment. The primary work site is the Municipality of Carlisle Town Hall and site visits throughout the municipality.

### **ESSENTIAL FUNCTIONS AND EXAMPLES OF JOB DUTIES:**

*(Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class).*

The Planning and Zoning Administrator will plan, direct, and coordinate the application, review and enforcement of zoning and subdivision ordinances; plan, direct and coordinate the preparation of the Municipality's Comprehensive Plan and Land Use Plans; manage zoning plan review, support field inspections and enforcement efforts; and coordinate, prepare, process and present planning and zoning applications to the Planning Commission and Board of Zoning Appeals. This position will also assist the Village Manager in planning, directing, and managing economic development activities and operations including recruiting prospects, retaining businesses, research, marketing the Municipality, technical services and administration as well as fostering business development by establishing better public and private sector communication within the Municipality

### **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

*(Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class).*

- Reviews all development proposals for compliance with the Municipality's planning and zoning requirements. Disseminates information regarding the Municipality's planning and zoning policies, ordinances, and procedures.
- Reviews and approves or declines all residential, commercial, and multi-family zoning and permit applications and floodplain review in accordance with the State of Ohio and Municipality of Carlisle mandated codes, including site plans, subdivision plans, accessory buildings and structures, and principal building permits.

- Develops, maintains, and enforces code compliance processes and procedures.
- Responsible for the preparation, management, and supervision of updates to the Municipality's Zoning and Property Maintenance Codes. Evaluates the need for and prepares periodic amendments.
- Serves as staff liaison and attends meetings of the Planning Commission and Board of Zoning Appeals (BZA).
- Advises and consults with potential developers to ensure quality commercial development for the Municipality of Carlisle.
- Assists the Village Manager in preparing planning studies relative to the following issues: real estate development, capital improvements, land use, economic development, neighborhood issues, commercial revitalization, business climate, and the relationship of any of these topics to municipal finance.
- Serves as Flood Plain Administrator; reviews plans for flood plain development in accordance with FEMA requirements, building codes, and zoning code requirements. Issues special flood hazard area development permit applications and FEMA National Flood Insurance Program elevation certificates and instructions.
- Supervises Property Code Enforcement Officer and serves as back up for this position. Conducts performance evaluations of supervised employee(s).
- Performs other community planning and zoning duties as assigned by the Village Manager.

#### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the local laws and ordinances pertaining to the zoning and property maintenance codes.
- Thorough knowledge of the principles and practices of effective planning and zoning administration and enforcement, and construction management
- Ability to plan, schedule, direct, and coordinate the work and operations of the division.
- Ability to supervise and evaluate the work of others
- Ability to analyze data and information including site plans, maps, and construction drawings; draw conclusions; proposed responsive actions.
- Ability to exercise independent judgment and discretion in carrying out daily operations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to deal firmly, tactfully, and courteously with the general public.
- Ability to effectively communicate both orally and in writing
- Ability to handle confidential information.
- Ability to maintain records, prepare reports and perform other necessary administrative duties
- Ability to work under the limited direction of the Village Manager.

#### **DESIRABLE EDUCATION, TRAINING, AND EXPERIENCE**

- Graduation from an accredited college or university with a Bachelor's degree, supplemented by 3 years progressively responsible experience in planning, zoning and code enforcement; or any combination of training or experience which provides the necessary knowledge, skills, and abilities.

- Professional planning certification from the American Institute of Certified Planners (AICP) preferred, but not required.
- Strong written and oral communications skills.
- Ability to establish and maintain effective working relationships with associates, officials, applicants, community groups, residents and other professionals and representatives of the general public and other agencies.
- Ability to meet numerous deadlines, to concentrate, and to scrutinize project or work details; ability to organize, prioritize, schedule work independently, and produce quality work in a timely and efficient manner.

### **NECESSARY SPECIAL REQUIREMENTS**

- Must possess a valid State of Ohio driver's license, satisfactory driving record and the ability to maintain one throughout employment
- Ability to work other than normal working hours and in inclement weather.

### **GENERAL WORK CONDITIONS**

The incumbent in this position will serve in a general office environment and will experience prolonged sitting and use of general office equipment, such as a computer and copier. In addition, the incumbent will be required to do site visits at various locations in the municipality and be exposed to various outdoor weather conditions. Attendance will be required at daytime, evening, and other outside normal business hours meeting and events. The incumbent must have the ability to speak to various sized crowds and governing bodies.

### **CONSIDERATION**

- This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

### **COMPENSATION, BENEFITS, AND CLASSIFICATION**

- Salary DOQ with an anticipated starting annual salary of \$67,600.
- Position is unclassified, exempt, and at-will.
- Participation in the Ohio Public Employee Retirement System.
- Full medical benefits (health, dental, vision, and life insurance) available.
- Paid leave, including vacation, personal, sick, and holidays.

**Disclaimer:** The Municipality of Carlisle is an equal opportunity employer and considers all applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age disability, veteran status, or any other legally protected states. Per Ohio law, applications are subject to public disclosure.

## **HOW TO APPLY**

Submit resume, Employment Application (may be found at: [www.carlisleoh.org/jobs](http://www.carlisleoh.org/jobs)), and any other supporting materials (references, letters of recommendation, education transcripts, etc.), to:

Village of Carlisle  
Attn: Finance Director  
760 Central Ave.,  
Carlisle, OH 45005

OR

email to [rrushing@carlisleoh.org](mailto:rrushing@carlisleoh.org)

Position is open until filled. The Municipality requires post offer, pre-employment physical and drug test.

## **FIRST CONSIDERATION**

First Consideration will be September 24<sup>th</sup>, 2021, at 3:00 pm.

## **INTERVIEWS**

Applicants who meet the qualifications, knowledges, skills, and abilities outlined in the Job Description may be invited for an interview scheduled by and between the employer and applicant.

***Disclaimer:*** All positions within the Municipality of Carlisle are subject to and post-offer, which includes pre-employment screening, background check, physical, and reference check. Positions may be subject to a competency test to ensure ability to meet the qualifications, knowledges, skills and abilities outlined in the Job Description.