



WASHINGTON
TOWNSHIP

Complete the application online at <https://www.washingtontwp.org/government/employment> and click on the **red Apply Now** button.

For first consideration, requested materials must be received through our online application website by Friday, May 10, 2024.

Incomplete application submittals will not be called or considered.

An Equal Opportunity Employer

JOB OPPORTUNITY

TOWNSHIP PLANNER (FULL-TIME)

THE POSITION: Washington Township, Montgomery County, Ohio, is recruiting an experienced and motivated planner. The ideal candidate has experience in urban planning, excels in verbal communication, and is focused on maintaining the township's economic vitality and enhancing community living for its residents.

RESPONSIBILITIES: Under the direction of the Development Director, the Township Planner is responsible for managing the planning, zoning, and development activities of the department, which includes administration and enforcement of the zoning resolution, property maintenance code, and nuisance abatement resolution, and:

- Works with the Development Director to establish general policies and operational procedures, the annual budget and capital plan for the zoning division.
- Interacts with the public and staff to support zoning division processing of zoning complaints, applications, and appeals.
- Oversees the issuance of zoning certificates, notices of violation, permit approvals and other similar actions by division staff.
- Reviews development plans for zoning compliance; coordinates timeline and presents to internal staff and
- Provides staff support to the BZA, Zoning Commission and Board of Township Trustees meetings as directed.
- Develops and oversees comprehensive planning and zoning programs for the community, coordinates input from other departments and divisions on zoning, and regulation enforcement matters.

QUALIFICATIONS: **Minimum qualification** requires an associate degree in planning, public administration, or related field, and five years in a planning environment, **or any combination of experience** which provides the necessary knowledge, skills, and abilities. **Preferred qualification** requires a bachelor's degree in planning, public administration, or related field.

Must be able to drive, walk, sit, stand, see, use hands, speak, and hear, operate standard office equipment, use a personal computer and related software programs, and lift, carry and push up to 35 lbs. Must possess and maintain a valid driver's license and remain insurable under the Township's vehicle insurance plan.

APPLICATION PROCEDURE: In addition to the online application, applicants must attach the following materials to be considered a complete application: cover letter, resume, any relevant certifications, and if applicable, college degree(s), and a full copy of any military discharge paperwork.

COMPENSATION & BENEFITS: Pay range is \$67,122 to \$88,317 (effective 12/25/23) and is an exempt, non-union supervisory position. Entry rate is contingent upon candidate's experience, qualifications, and related skills, knowledge, and ability. Excellent benefits including health, dental, and life insurance, wellness plan, OPERS retirement plan, 11 paid holidays, paid time off in vacation, sick, and personal time, and tuition reimbursement.

APPOINTMENT PROCEDURE:

Selection process includes a review of all submitted materials and interviews. Candidate will be required to complete a criminal and personal background check, driver's license review, and a physical/drug screen. Appointment procedure will be based on the number of qualified candidates.