



Job Title : Jerusalem Township Zoning Inspector (Part Time)

Reports to : Jerusalem Township Board of Trustees

Job Summary

Administer and enforce the Jerusalem Township Zoning Resolution, at the direction of the Jerusalem Township Board of Trustees.

Job Location

The Zoning Inspectors primary location of work is at the Jerusalem Township Hall. However, the job will require occasional local travel for the purposes of site inspections, enforcement, and training.

Essential duties and responsibilities

The Township Zoning Inspector, under the direction of the Jerusalem Township Board of Trustees, shall do the following:

- Assist residents with permit applications.
- Review and issue permits.
- Respond to complaints and inquiries.
- Investigate zoning violations.
- Complete property inspections.
- Work with residents to find positive outcomes for both landowners and the community.
- Interpret the Ohio Revised Code, as well as the Jerusalem Township Zoning Resolution, and ONLY function within those guidelines provided by law.
- Prepare and submit reports to the Board of Trustees.
- Present Zoning issues to the Board of Trustees.
- Keep an active line of communication between the Jerusalem Township Board of Trustees, the Zoning Commission, and the Zoning Appeals commission.
- Maintain records and files of all zoning activities.
- Assist the general public with Sunshine law records requests as they pertain to the Zoning department.
- Process zoning amendments in accordance with Ohio Revised Code.
- Maintain in current status the official zoning district map which shall be on permanent display.
- Attend regularly scheduled Zoning Commission and Township Trustee meetings, at the discretion of the Board of Trustees.

9501 Jerusalem Road Curtice, Ohio 43412

419.836.8921

www.twp.jerusalem.oh.us



- Maintains regular, predictable in person attendance at the Township Zoning Office.
- Assist and carry out requests from the Zoning Commission.
- Other duties as assigned by the Jerusalem Township Board of Trustees.

Qualifications:

- Ability to communicate well and explain/educate the public on the technical provisions of the Jerusalem Township Zoning Resolution.
- Ability to work with residents, in order to generate positive outcomes for both the resident and township.
- Be able to give bond, conditioned upon the faithful performance of the zoning inspector's official duties.
- Ability to be apolitical and make decisions without bias.
- Be proficient in the use of Microsoft Office, basic GIS Mapping, and email.
- Must possess a valid drivers license and be insurable through the township insurance carrier.

Mental Functions:

- Must have excellent public relation skills, and possess the mindset that residents and landowners are our customers.
- Good verbal and written communications skills.
- Ability to function well under pressure, in a variety of situations.
- Possess strong organizational skills.

Physician functions:

- Ability to operate computers, telephones, copy machines, calculators, ect.
- Must possess a valid drivers license and make on-site inspections as needed
- Be able to successfully function in a high stress environment

Salary: Salary will be based on past Zoning experience.

Contact : Alex.Lytten@twp.jerusalem.oh.us 419.836.8921

Jerusalem Township is an Equal Opportunity Employer. Application due by 5/31/2024

9501 Jerusalem Road Curtice, Ohio 43412

419.836.8921

www.twp.jerusalem.oh.us



Name of supervisor: _____ Phone: _____

Other Employment Experience

Name	Address	Phone	Occupation

List any other current certificates, licenses, courses taken, or relevant experience : _____

References-Other than Employers or Relatives

Name	Address	Phone	Occupation

Applicants Statement

I, certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended to be, a contract of employment. In the event of employment, I understand that false or misleading information given or an interview to follow may result in my discharge. I understand, also, that I am required to abide by all policies and regulations of the Jerusalem Township Trustees. I have read the qualifications and can meet the age requirements as set forth herein.

Signature

Date

Return Application to: Jerusalem Township / Alex.Lytten@twp.jerusalem.oh.us 419.836.8921

9501 Jerusalem Road Curtice, Ohio 43412
419.836.8921
www.twp.jerusalem.oh.us