



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.
- Customer service experience or public service experience.
- Ability to work with residents, in order to generate positive outcomes for both the resident and township.
- Adaptable to changing situations and possesses organizational skills
- 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, etc.
- Must possess a valid drivers license and make on-site inspections as needed
- Be able to successfully function in a high stress environment

Salary: \$930.41 per month, with and additional hourly wage of \$23.26 per hour over 40 hours a month.

Contact : Applications may be submitted via Mail, E-mail, Or the drop box at the twp hall.

Alex.Lytten@twp.jerusalem.oh.us, Beau.Miller@twp.jerusalem.oh.us, or
David.Bench@twp.jerusalem.oh.us 419.836.8921

9501 Jerusalem Road Curtice, Ohio 43412

419.836.8921

www.twp.jerusalem.oh.us



Jerusalem Township is an Equal Opportunity Employer. Application due by 04/15/2025

ZONING INSPECTOR APPLICATION

Date: _____

Full Name : _____

Phone: _____ **Email:** _____

Present Address: _____

Street City State Zip

Permanent Address: _____

Street City State Zip

GENERAL EDUCATION:

	High School	College/University	Graduate/Professional
School Name			
Year Completed			
Diploma/Degree			
Course of Study			

INFORMATION:

Are you 18 years of age or older as of this date? ___ Yes ___ No

Have you been convicted of a felony within the last 7 years? _____ Yes _____ No

If yes, please explain: _____

Are you now or have you ever been employed by Jerusalem Township? _____ Yes _____ No

Are you presently employed? _____ Yes _____ No

If yes, may we contact your employer? _____ Yes _____ No

Name of employer: _____

Address: _____

Name of supervisor: _____ Phone: _____

9501 Jerusalem Road Curtice, Ohio 43412

419.836.8921

www.twp.jerusalem.oh.us



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. Applicants are subject to background checks.

Signature

Date

Return Application to: Applications may be submitted via Mail, E-mail, Or the drop box at the township hall. Alex.Lytten@twp.jerusalem.oh.us, Beau.Miller@twp.jerusalem.oh.us, or David.Bench@twp.jerusalem.oh.us 419.836.8921

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



Newspaper Advertisement:

Title : Zoning Inspector for Jerusalem Twp.

The Jerusalem Township Board of Trustees will be accepting applications and/or resumes for the position of part-time Zoning Inspector. Applications are due by 4/15/2025. See <https://twp.jerusalem.oh.us/notices/> for a copy of job description/application, or by calling 419.836.8921

Salary will be based on past zoning experience. Jerusalem Township is an equal opportunity employer.

9501 Jerusalem Road Curtice, Ohio 43412

419.836.8921

www.twp.jerusalem.oh.us