

## Northfield Center Township

<b>Job Title: Township Director</b>		<b>Job Category:</b>	Administration
<b>Location:</b>	Northfield Center Township	<b>Travel Required:</b>	<10%
<b>Level/Salary Range:</b>	Based on Experience	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Board of Trustees, Chairman	<b>Date Posted:</b>	March 22,2023
<b>Applications Accepted By: Email/Fax/Phone or Mail</b>			
<a href="mailto:townadministrator@northfieldcenter.com">townadministrator@northfieldcenter.com</a> Subject Line: Township Director Fax: 330.650.0815 Phone: 330.467.7646		Northfield Center Township 9546 Brandywine Rd. Northfield Center, Ohio 44067	
<b>Job Description/Function</b>			
<p><b>ESSENTIAL JOB FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>Oversees and leads the day-to-day operations within the township including office, zoning and service department, responsible for Township Administrator per ORC 505.031</li> <li>Responsible for driving the development, implementation, and ongoing management of the Township. Will own the execution and accountability of internal and external communication, and processes as it relates to township management.</li> <li>Provides direction and training to personnel staff and handles the execution of performance reviews, training, and issues.</li> <li>Provides strategic consultation and leadership to Board of Trustees</li> <li>Assists Fiscal Officer with budgets and financial reports to the Board of Trustees when necessary.</li> <li>Supports the administrative responsibilities for the Joint Economic Development District</li> <li>Enforce provisions of the Zoning Code, including conducting inspections of the township uses of parcels to ensure compliance, capturing documentation, and taking necessary photos.</li> <li>Ensures all records of Zoning certificates, applications and permits are maintained and that timely responses are sent for all applications submitted to the Township including issuance of violation notices are sent timely and accurately working with legal counsel when appropriate.</li> <li>Responsible for the end-to-end process of zoning including reporting, communication both internally and externally and maintaining the official Zone Districts within the Township.</li> </ul> <p><b>Preferred Skills</b></p> <ul style="list-style-type: none"> <li>Able to work independently and use sound judgement working with the board of trustees.</li> <li>Ability to act resourcefully, leveraging contacts both internally and externally working independently and interface with the board of trustees, staff and other stakeholders with flexible schedule to attend meetings when required which could include evenings.</li> <li>Ability to work as a team. strong leadership skills and ability to influence others and lead up and across the organization.</li> <li>Ability to effectively communicate both in writing and verbally with excellent organizational skills.</li> <li>Proven to be a proactive partner, strategic thinker, and collaborator.</li> <li>Proficient PC skills with experience in Microsoft office, Outlook and SharePoint, website and social media</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>Bachelor's degree preferred (equivalent experience may be considered)</li> <li>10+ years of relevant industry and professional experience with a focus on government programs and policy and process improvement</li> </ul>			
<b>Approved by:</b>	Board of Trustees	<b>Date:</b>	March 21, 2023