

Part-time Zoning Secretary/Assistant Zoning Inspector
Kingston Township, Delaware County, Ohio

The Kingston Township Board of Trustees is seeking a part-time Zoning Secretary/Assistant Zoning Inspector for Kingston Township.

The position is responsible for coordinating and documenting meetings and hearings for the Zoning Commission and Board of Zoning Appeals. The position serves as an office manager regarding procurement of supplies, postage, equipment, services, and materials required by the Zoning Office. In the absence of the Zoning Inspector, the Zoning Secretary/Assistant Zoning Inspector is responsible for the consistent interpretation, administration and enforcement of the zoning codes, standards and regulations and any other duties assigned by the Trustees. This position relies on experience and judgement to plan and accomplish goals. The individual must be able to deal firmly, tactfully, and courteously with Township representatives and the public. Work schedule may require flexible hours, including evenings and weekends to attend meetings and training. This is a non-exempt, non-bargaining unit position, and reports directly to the Trustees or their designee.

The pay range for the position is \$16.00 to \$19.00 per hour based on education and experience. Hours range from 30 to 40 hours per month. Minimum qualifications and essential job duties are listed in the position description found on the Home Page of the township's website at www.kingstontwp.org.

If interested in the position, please complete the Township Job Application found in the Special Notices Tab of the township's website at www.kingstontwp.org, and send the application and a current resume by mail to Kingston Township Zoning Position, 4063 Carter's Corner Road, Sunbury, Ohio 43074 or by email at zoning@kingstontwp.org. Please contact the Zoning Office on Thursdays between 8am and noon with any questions at 740-524-0290.

Kingston Township is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability.