



## **CITY OF HURON JOB POSTING**

### **PLANNING & ZONING DIRECTOR**

**Location: Huron City Hall 417 Main St., Huron, OH 44839**

**Annual Wage: \$65,000 - \$90,000**

**SUMMARY OF DUTIES:** This position is responsible for both the management, oversight and delivery of day-to-day functions for the City's Planning, Building and Zoning Division, including but not limited to, plan review, property maintenance and zoning code compliance, and customer interaction. This position serves as the staff liaison to multiple Boards and Commissions regarding planning and zoning matters. This position is full-time and will consist of work in both an office setting and in the field.

**ESSENTIAL FUNCTIONS (*reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions*):**

- Manages, directs, and supervises the day-to-day activities of the Planning and Zoning Division including organizing workloads, staff assignments, trainings, evaluation of assigned staff, and goal attainment both per employee and the division.
- Reviews all relevant documentation required for all development plans (residential and commercial), plats, subdivision or other lot modifications for conformance to all development regulations. Authorizes all zoning permits and coordinates any follow-up activities as necessary.
- Assists the general public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Directs individuals to the proper agency/agencies for other necessary permits.
- Prepares written reports and detailed correspondence, provides telephone and walk-in assistance to the public, regarding zoning code requirements and interpretations.
- Administers and ensures compliance with the city's property maintenance code and all other applicable laws and ordinances of the City of Huron and State of Ohio.
- Analyzes and makes recommendations on preliminary plats and site plans, final plats and site plans, applications for re-zoning, variances, plan amendments, and code amendments.
- Assists staff with the preparation of staff reports, minutes, and agenda packets for the Planning Commission, Design Review Board, and Board of Building and Zoning Appeals.
- Makes regular tours through the community to review existing projects and proactively discover potential issues including but not limited to code violations and non-permitted work.
- Identifies and makes recommendations regarding enhancements to division procedures, regulations, and the development review process.
- Appears in court for zoning related cases.



- Maintains and recommends periodic updates to the City's Zoning District Map and Land Use Map as part of the Comprehensive or Master Plan.
- Maintains and administers the Transient Rental Registration program.
- Manages and works collaboratively with the Building Official to coordinate appropriate delivery of services and review.
- Coordinates internal review for all development with all necessary departments, including but not limited to, utilities, public safety, and administration.
- Administers the annual Sidewalk and Tree Maintenance Program, including providing annual inspections, reports, and working with the City Engineer and Zoning Inspector to implement any necessary improvements.
- Manages the City's floodplain management program including field inspections, reports, and initial review of any potential development within a floodplain.
- Administers the GIS objectives for the Planning and Zoning Division.
- Attends all relevant Board and Commission meetings, including, but not limited to, Planning Commission, Board of Building and Zoning Appeals, and Design Review Board. Also serves as staff liaison to these Boards and Commissions.
- Prepares and administers the Planning and Zoning Division's annual budget.
- Creates and reports on key performance indicators to keep City Manager abreast of departmental operations.
- Keeps abreast of changes to zoning regulations in the State of Ohio, best practices in planning and zoning activities and techniques, and actively participates in relevant training programs.
- Performs all other duties and functions as may be assigned.

**DESIRED QUALIFICATIONS AND SKILLS:**

- A. Bachelor's degree from an accredited college or university with major or significant course work in public administration, planning, urban development, or a related field.; and
- B. Minimum of two years of experience involving planning and zoning, construction management or inspection experience; and/or
- C. Equivalent combination of education and experience which provides the necessary skills and abilities to perform the job;
- D. Valid Ohio Driver's License;
- E. Member in good standing of the American Institute of Certified Planners or the ability to hold this certification within 3 years.

**NECESSARY LICENSURE, KNOWLEDGE, SKILLS; ABILITIES:**

- Strong organizational and problem-solving skills;
- Understanding of basic residential and commercial/industrial construction practices including the ability to read and understand construction drawings and site plans;

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- Understanding of basic planning and zoning theories and practices;
- Understanding of economic development initiatives and practices;
- Ability to understand and manage high-profile, sensitive or controversial political situations;
- Computer literacy including Microsoft Office and GIS applications;
- Understanding of procedures and practices for utilizing GIS tools for providing City services; and
- Ability to communicate well verbally and in writing.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to stand, walk, use hands and fingers to operate tools or controls, reach with arms and/or hands, climb or balance, stoop, kneel, crouch or crawl. Specific vision abilities include, but are not limited to, close, color, and peripheral vision, and the ability to adjust focus. The mental demands of this position include varied degrees of occasional stress.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is occasionally exposed to undesirable weather conditions including, but not limited to, extreme heat, cold, rain, and wind. The noise level in the work environment is varied and may include undesirable noises, such as grinding, grating, or extreme loudness.

**It is the policy of the City of Huron to provide equal employment opportunities without regard to race, religion, color, sex, sexual orientation, gender identity, gender expression, national origin, marital status, age, military status, genetic information, disability or any other legally protected class status.**

QUESTIONS REGARDING THIS POSITION MAY BE DIRECTED TO:

**Andrea Rocco, Personnel**

[andrea.rocco@huronohio.us](mailto:andrea.rocco@huronohio.us)

[APPLY NOW](#)