

POSITION DESCRIPTION

CLASSIFICATION TITLE: **Planning/Zoning and
Economic Development
Coordinator** **INCUMBENT:**

REPORTS TO:	City Administrator	FLSA STATUS:	Exempt
DEPARTMENT:	Economic Development. Planning/Zoning	CIVIL SERVICE STATUS:	Unclassified
PAY STATUS/REF:	Salary	EMPLOYMENT STATUS:	FT/Regular

JOB RESPONSIBILITIES

Under the general administrative direction of the City Administrator, the incumbent exercises considerable independence in the planning and implementation of planning, zoning, and economic development-related tasks. The position is also responsible for coordinating with the City Administrator and the City's economic development consultant in promoting economic development and redevelopment efforts, including efforts focused on the retention and expansion of existing business and efforts to bring in specific targeted businesses to the City, and working as a point person for the Northwood Business Council.

GENERAL DUTIES AND FUNCTIONS OF THE CLASSIFICATION

1. Working closely with the City Engineer and other departments, provides administrative support to the Planning Commission and Board of Zoning Appeals. Receive and process applications for zoning changes, preliminary and final platting of subdivisions, conditional use permits, and other land use applications. Provide necessary information and documentation to applicants, public officials and the general public; convene pre-application meetings with applicants; calculate fees and issue permits; provide mailings to appropriate individuals as required; establish meeting agendas; attend meetings, record proceedings of meetings and transcribe minutes from tapes; prepares staff reports relative to each zoning application; and, maintains planning, zoning, and other relevant records.
2. Prepares correspondence to applicants regarding signage requirements, mailing of legal notices and items required for review at public hearings;
3. Responds to inquires related to, but not limited to development projects and property ownership;
4. Makes on-site inspection of property and reviews for improvements, landscaping, repairs or replacement, painting or other improvements which be made as part of the Façade Grant Program.
5. Reviews and recommends changes/additions to the city zoning ordinances; coordinates planning input from other department heads and consultants.
6. Plans, organizes and coordinates short-term and long range community development projects, and improvement programs like façade grant program, vacant property registration, and property maintenance programs. Coordinates with the zoning compliance officer in regards to the enforcement of nuisance and property maintenance programs.
7. Coordinates monthly Northwood Business Council meetings and assists local businesses and individuals to take advantage of economic development incentives and programs. Manages and maintains a database of city businesses, owners and managers.

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8. Uses computer applications or other automated systems such as geographic information systems (GIS) spreadsheets, word processing, calendar, and e-mail and database software in performing work assignments.

EQUIPMENT OPERATED

Personal computer and related word processing, email, planning and mapping software (GIS), printer, automobile, camera, and miscellaneous office equipment.

KNOWLEDGE, SKILLS, AND ABILITIES (* indicates developed after employment)

Knowledge of: City government structure; City and department policies and procedures*; City Zoning and Planning Code*; land planning principles and procedures; community planning; economic development principles; building plans; knowledge of planning and economic incentive programs and processes; and government grant programs.

Ability to: communicate effectively, orally and in writing; establish effective working relationships with business and property owners, developers, contractors, employees, public officials and the general public; follow directions; prepare, collect, analyze and interpret comprehensive and statistical data while exercising independent judgment.

QUALIFICATIONS: Requires a bachelor's degree from an accredited college or university with a major in planning, business or public administration, or a related field or the equivalent in education and/or experience and two (2) years of progressively responsible experience in the planning, zoning, and land use fields. Skill in site plan review for residential, commercial, and industrial projects is beneficial. Any combination of education, training and work experience which indicates possession of the knowledge, skills, and abilities, listed above.

LICENSURE OF CERTIFICATION REQUIREMENTS

Possession of a valid standard State of Ohio vehicle operator's license.