

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Auditor's Office

Unit: Auditor's Office/GIS

Name:

Position Title: Regional Planning Administrator

Dept./Div.: Auditor's office/GIS

Civil Service Status: Unclassified

Reports To: Sandusky County Auditor

Employment Status: Full-time

Pay:

FLSA Status: Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Post secondary education or equivalent, (2) years combined training and work experience or equivalent. Must possess knowledge of government accounting standards and possess proficient computer skills. Knowledge of rules and regulations concerning floodplain, land use planning and zoning.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License with an acceptable driving record Must have insurance policy that meets the minimum requirements outlined in the Sandusky County Personnel policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, calculator, telephone, office copier.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

Working in a public sector office environment.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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POSITION DESCRIPTION

Agency: Auditor's Office

Unit: Sandusky County Auditor/GIS

Name:

Position Title: Regional Planning Administrator

Supervisor's Title: Sandusky County Auditor

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES:

ESSENTIAL FUNCTIONS OF THE POSITION:

- Intake, review, process and maintain record of lot splits, variance applications for subdivision and zoning regulations.
- Organize and coordinate all aspects of the Planning Commission meetings & hearings; set-up, invite, advertise, prepare agendas, and take minutes for the meeting & hearings.
- Maintain contacts, membership lists, and all Regional Planning records.
- Develop and maintain an effective working relationship with other staff, local government agencies, elected officials, and the general public.
- Assist county and townships with zoning issues as well as review zoning applications, permits and other issues.
- Maintain & update the Sandusky County Comprehensive Plan, Zoning Code & Subdivision Regulations.
- Review and Issue floodplain permits and enforce floodplain regulations.
- Present an annual budget and provide financial reports to the Auditor and Regional Planning Board.
- Adhere to County fiscal policies and procedures including receiving and depositing revenue and submitting invoices for payment on behalf of the office.
- Maintain and follow Ohio Public Records Law and Retention Rules
- Participate in appropriate training related to the office to stay current with changing rules and regulations.
- Conduct research to identify potential grant opportunities for the SCRPC.
- Other duties as mutually agreed to by the Sandusky County Auditor and the Regional Planning Commission.

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POSITION DESCRIPTION

Agency:	Auditor's Office	Unit:	Sandusky County Auditor/GIS
Name:		Position Title:	Regional Planning Administrator
Supervisor's Title:			

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: Agency policies and procedures; bookkeeping; office practices and procedures.

Skill in: Data entry; computer operations

Ability to: Carry out detailed but basic written or oral instructions; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; respond to routine inquiries from public and/or officials; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships; prepare accurate documentation; compile and prepare reports; prepare routine correspondence; arrange items in numerical or alphabetical order; answer routine telephone inquiries.