



RESOLUTION #26-01-012

A RESOLUTION TO REVISE THE ZONING INSPECTOR JOB DESCRIPTION

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 6th day of January, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee Dick moved for the adoption of the following resolution:

WHEREAS, resolution #25-09-075 created the position of Zoning Secretary and specified the job description; **AND**

WHEREAS, the Zoning Secretary position, per the job description, has some overlap with the current Zoning Inspector job description; **AND**

WHEREAS, the Board of Trustees of Bethel Township, Miami County wish to update the Zoning Inspector job description to clarify when the secretarial duties would apply. **THEREFORE**

BE IT RESOLVED, by the Board of Trustees of Bethel Township, Miami County that:

SECTION 1. The job description of Zoning Inspector shall be as follows:

GENERAL NATURE OF WORK

This position is responsible for administration of the township's zoning code and the investigation and application of uses of land in the unincorporated portion of the township. Under general direction of the Board of Trustees and Township Administrator, the zoning inspector manages the daily operations of the department; works with the public to process zoning and land-use complaints, applications and appeals; maintains all files and completes administrative procedures related to zoning cases.

EQUIPMENT AND JOB LOCATION

The job site is the Bethel Township Building, 8735 South Second Street in Brandt. Equipment used includes general office equipment, including: personal computer, copier, fax machine, telephone, and general office equipment along with tax maps and filing cabinets. The employee may also be required to work on individual properties and operate a camera to take pictures.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTY

- Answers inquiries regarding zoning issues, concerns, and complaints
 - Phone calls, text messages, e-mails, walk-in customer traffic
- Administers all zoning applications and zoning issues
 - Accept zoning monies (from zoning certificates, appeals, and amendments), fill out receipt, and prepare report for Fiscal Officer
 - Issue Zoning Permits and process applications
 - Approve, deny, or suggest modifications for Zoning Certificates (applications that do not require review by a Zoning Board)
 - Guide property owners through rezoning and appeals process
 - Research, compose, and send zoning violation notices and zoning citations
 - Enforce provisions of zoning code
 - Work with Health Dept when needed
 - Issue stop work orders to stop violations
 - Attend all Zoning meetings in the Township as well as County Planning Commission hearings, if necessary

- Record all letters of intent for Agricultural buildings being constructed in the Township
- Record new zoning amendments and certificates as per ORC on 1) Official Zoning Map in Township Office, 2) County Recorder's Office, 3) County Planning Office, and 4) County Auditor
- Keep updated on ORC as it deals with zoning issues and nuisances
- Keep updated on FEMA regulations and Flood Damage Regulations in the county and area of Bethel Township that fall under that jurisdiction
- Maintains catalog of site plans as approved by the Board of Zoning Appeals, Zoning Commission and Board of Trustees.
 - File all permit applications within the address system
 - Retain a record of the meeting minutes for the Board of Zoning Appeals
 - Retain a record of the meeting minutes for the Zoning Commission
 - Retain a record of Trustee public hearings on re-zoning cases
- Inspects signs.
 - Signs should be inventoried (picture database)
 - Signs should be inspected on a regular bases to ensure compliance with the Zoning Resolution
 - Signs not in compliance shall be issued the appropriate violation notice
- Violation Inspection
 - The township shall be inspected for zoning violations on a regular basis (determined by Board policy)
 - Violations shall be logged and the appropriate notices issued
 - Complaints shall be handled within 24 hours of being received. They shall be logged and handled as any other violation
- Files affidavits and prepares evidence for, and testifies at court hearings, if necessary.
 - Prepare and file for court cases of outstanding violations with the appropriate court of jurisdiction.
 - Maintain all evidence (pictures, testimony, physical evidence, etc.) for all cases
- Conducts field inspections of site plans approved by the Board of Zoning Appeals, Zoning Commission and Board of Trustees.
 - After the issuance of a permit the building site shall be inspected on a regular basis to ensure compliance with the Zoning Resolution and the details of the application.
- Acts as secretary of the Board of Zoning Appeals and Zoning Commission when the Zoning Secretary is unavailable or unable to perform the secretarial duties, or for any meetings to discuss text amendments to the Zoning Resolution.
 - Shall attend meetings of the Board of Zoning Appeals, file necessary public notices, act as the staff liaison, prepare and provide a staff report, take and finalize meeting minutes.
 - Shall attend meetings of the Zoning Commission, file necessary public notices, act as the staff liaison, prepare and provide a staff report, take and finalize meeting minutes.
 - Prepare and submit cases to The Miami County Planning Commission
- Attends regular meetings of the Board of Trustees.
 - Prepare staff reports for the Board of Trustees and attend meetings to present said report
- Issues all necessary zoning certificates as requires by the Bethel Township Zoning Resolution.
 - Ensure compliance of all applications for zoning approval with the current Zoning Resolution
 - Issue all certificates within a timely manner
- Maintain the Bethel Township Comprehensive Land Use Plan
 - Review and update the Comprehensive Land Use Plan on an annual basis
 - Consistently stay abreast of current land use division techniques
- Maintain the Bethel Township Zoning Resolution
 - Review the Zoning Resolution to stay current with changes in State and Federal laws
 - Review annually with the Zoning Commission for potential changes

- Performs related duties as directed.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Ability to establish and maintain an effective working relationship with township officials, supervisory personnel, fellow employees, other township employees, and the general public.
- Ability to maintain records efficiently and accurately as well as the ability to communicate effectively both orally and in writing, and to prepare reports in a neat concise, and accurate manner.
- Considerable knowledge of modern policies and practices of public administration; working knowledge of government finances, human resources, public works, public safety and community development.
- A general knowledge of planning and zoning concepts.
- Ability to acquire a thorough knowledge of the township's planning and zoning resolutions.
- Ability to make good judgment decisions.
- Ability to navigate a standard office environment.
- Ability to navigate uneven terrain while conducting various inspections/meetings.
- Must hold and maintain a valid driver's license issued by the State of Ohio, with no serious violations during the last five years.

QUALIFICATIONS

Graduation from a standard high school or the equivalent, supplemented by some experience in planning and zoning knowledge.

SECTION 2. The Zoning Inspector position description updates shall be added to the Personnel Policies and Procedures Manual in the appropriate appendix.

Trustee Wilkerson **seconded** the motion and the Board voted as follows upon roll call:

Vote: Trustee Kama Dick
Trustee Julie Reese
Trustee Josh Wilkerson

Y Kama Dick
Y Julie Reese
Y Joshua Wilkerson

Attest: Rhonda Ross
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio