



Employment Opportunity

Community Development Director

Opening Date: 5/8/2026

Closing Date: Until Filled

Anticipated Salary Range: \$100,000 to \$115,000

Apply: jobs.sharonville.org

Position:

The City of Sharonville is seeking an experienced and collaborative professional to serve as its Community Development Director. Reporting directly to the Safety/Service Director (City Manager), this position oversees the day-to-day operations of the Community Development Department, including zoning administration, land use planning, building permitting and inspections, code enforcement, property maintenance, and floodplain management compliance. The Director also supervises departmental staff, maintains public records and related documentation, and serves as Secretary to the Planning Commission and Board of Zoning Appeals.

This role works closely with City leadership, developers, businesses, residents, and outside agencies to support responsible growth and development throughout the community. The ideal candidate is a strategic and forward-thinking leader with strong communication and organizational skills, a thorough understanding of municipal planning and zoning processes, and a demonstrated ability to manage multiple projects and priorities in a collaborative environment.

Qualifications:

- Bachelor's Degree in City Planning, Public Administration, Economic Development, or a closely related field required; Master's Degree preferred
- Minimum of five (5) years of experience with a public or private agency in planning, zoning, community development, or a related field
- Minimum of three (3) years of supervisory experience
- Thorough knowledge of municipal zoning administration, building permitting processes, and office practices and procedures

- Strong written and verbal communication skills
- Valid Driver's License required
- Any equivalent combination of education, training, and experience that demonstrates the required knowledge, skills, and abilities may be considered

Preferred Certifications:

- American Institute of Certified Planners (AICP) certification
- Certified Floodplain Manager (CFM) certification through the Association of State Floodplain Managers (ASFPM)

Salary and Benefits:

The compensation package includes an anticipated annual salary range of \$100,000 to \$115,000, commensurate with experience. The City offers a highly competitive benefits package including health insurance, with the City covering 95% of total premium costs, generous employer HSA contributions, and wellness incentives; paid life insurance; participation in the Ohio Public Employees Retirement System; paid vacation; 11 paid holidays; flex scheduling; tuition reimbursement; membership to the Sharonville Community Center; and more.

About the City of Sharonville:

The City of Sharonville is conveniently located 15 miles north of downtown Cincinnati, situated off Interstates 75 and 275 and nestled in both Hamilton and Butler Counties. Sharonville has approximately 13,500 residents and, due in large part to its large diverse workforce, a daytime population that exceeds 40,000. The City prides itself on being a vibrant, close-knit community that strongly supports its businesses and visitors. In addition to being an attractive and desirable place to live and do business, the City of Sharonville is also a great place to work. The City organization consists of approximately 260 dedicated employees across departments including Administration & Finance, Economic Development, Community Development, Convention Center, Public Works, Police, Fire & EMS, Mayor's Court, and Parks & Recreation.

Application:

Interested individuals may submit an application and supporting documentation at jobs.sharonville.org. Applications will be accepted until the position is filled.