



Now Hiring: Zoning Administrator

Serve the residents of Wayne Township through fair and professional zoning administration

Position	Zoning Administrator	Reports To	Township Administrator
Status	Hourly	FLSA	Non-exempt
Compensation	Commensurate with education and relevant experience	Schedule	As assigned, including evening meetings
Location	6050 Clarksville Road, Waynesville, Ohio	Deadline	October 4 th , 2026

About the Position

Wayne Township seeks a knowledgeable, service-oriented Zoning Administrator to administer and enforce the Township Zoning Code within the Township's unincorporated areas. The successful candidate will review applications, issue zoning permits when requirements are met, conduct inspections, investigate complaints, maintain official records, assist the public, and support the Township's boards and commissions.

Primary Responsibilities

- Review zoning permit, site plan, conditional use, variance, and rezoning applications.
- Issue zoning permits in compliance with the zoning code.
- Investigate zoning complaints; may conduct site inspections as part of permit applications, variances, conditional use, and rezoning process.
- Explain zoning requirements and procedures clearly, courteously, consistently, and impartially to residents, applicants, and property owners.
- Prepare reports, notices, maps, exhibits, and agenda materials for the Board of Township Trustees, Zoning Commission, and Board of Zoning Appeals.
- Attend evening meetings and public hearings, including bi-weekly Trustee meetings.

Compensation

This is an hourly, FLSA non-exempt position. The starting hourly rate will be commensurate with the selected candidate's education and relevant experience and will remain within the compensation range authorized by the Board of Township Trustees.

Minimum Qualifications

- Associate's degree in planning, public administration, or a related field.
- Relevant experience in zoning, planning, permitting, inspections, code enforcement, public administration, or a related field.
- Ability to read and consistently apply statutes, zoning provisions, maps, plans, surveys, property descriptions, and administrative procedures.
- Strong written and verbal communication, organization, recordkeeping, judgment, and public-service skills.
- Proficiency with Microsoft 365 and electronic records, with the ability to learn permit-tracking and digital mapping systems.
- Valid driver's license and an acceptable driving record under Township policy.

Personal Vehicle Requirement

The Zoning Administrator must use a reliable personal motor vehicle for authorized Township business. The employee must maintain current registration and automobile liability insurance that meets or exceeds Ohio's statutory minimum requirements, confirm the policy permits business use, and provide proof of insurance as required. The Township will reimburse authorized mileage in accordance with Township policy.

Preferred Qualifications

- Bachelor's degree in planning, public administration, or a related field.
- Two or more years of experience in zoning, planning, permitting, inspections, code enforcement, or local government.
- Relevant professional training or certification in zoning inspection, planning, code enforcement, GIS, or public records.

Other Duties and Organizational Support

Because Wayne Township operates with a small staff, the Zoning Officer may occasionally assist with general administrative, clerical, public-service, or operational duties outside the position's primary zoning responsibilities. Such assignments are intended to support Township operations and do not change the position's primary classification as Zoning Officer.

How to Apply

Submit a letter of interest and resume to:

Township Administrator

Wayne Township

6050 Clarksville Road

Waynesville, Ohio

Telephone: 513-897-3010

- or -

scott.fitzsimmons@waynetownship.us

Application deadline: October 4th, 2026

Wayne Township provides a complete job description. References and additional application materials may be requested during the selection process.

Equal Employment Opportunity

Wayne Township is an equal opportunity employer. We make employment decisions without unlawful discrimination and in accordance with applicable federal and state law. We will consider reasonable accommodation for qualified applicants and employees with disabilities.