



CONCORD TOWNSHIP, DELAWARE COUNTY, OHIO

**Trustees: Bart Johnson
Joe Garrett
Jason Haney**

**Fiscal Officer: Jill Davis
Fire Chief: Todd Cooper
Zoning Inspector: Ric Irvine**

Full-Time Zoning Secretary/Administrative Assistant

The Concord Township Board of Trustees is accepting applications for the position of Full-Time Zoning Secretary/Administrative Assistant.

This 30+ hourly position encompasses zoning secretary, building rental, and assistance to township officials and other departments as needed. Zoning Secretary Duties include but are not limited to: processing zoning applications/permits/violations, secretary for zoning boards and attend evening zoning meetings held on an 'as needed basis', all per Ohio Revised Code requirements. Administrative Assistant Duties include but are not limited to: handle building rental, update website/social media, and assisting other township offices/officials as needed.

Compensation to be determined by experience, range \$18-\$22/hour. This position provides benefits. Must possess a valid Ohio driver's license, and pass pre-employment drug screen, and background check.

Skills and Qualifications - High School diploma or equivalent. Must be detail oriented and able to work independently. Must be able to: prioritize responsibilities, efficiently multitask, provide a professional and helpful atmosphere for the general public and other township offices, attend evening zoning meetings, be proficient in MS Office word processing/spreadsheets, and standard office equipment.

Environment - Work is performed in a standard office setting including interactions with the general public and township employees/officials.

Physical - Work involves sedentary to light work in an office setting, including sitting, walking, reaching, bending, lifting and carrying light to moderate record storage boxes, operating office equipment, and complying with township drug-free handbook policies

Expectations - This position will be expected to follow and understand established township policies and procedures, collective bargaining agreements, Ohio Revised Code, and other local, state, and federal laws and regulations.

This position description is presented for informational purposes only and can be changed at any time by the Concord Township Board of Trustees with or without notice.

This description is not an employment contract, express or implied. The Zoning Clerk/Township Assistant is an at-will employee, and either the employee or Concord Township can terminate the employment relationship at any time (for any reason or no reason).

EEOC – Equal employment opportunity is afforded to all employees and applicants without regard to sex (including pregnancy and gender identity), race, religion, color, age, national origin, disability, family medical history, genetic information, or any other characteristic protected by applicable federal or state of Ohio law.

Please send resume by mail or email to: Concord Township, Zoning Department, 6385 Home Road, Delaware, Ohio 43015, or aellerbrock@concordtwp.org or jhaney@concordtwp.org.

6385 Home Road, Delaware, Ohio 43015 phone: 740/881-5338 fax: 740/881-5428