

Brunswick Hills Township Is Hiring!!!

Part-Time Township Zoning Secretary

The Township Zoning Secretary operates under the authority of the Township Board of Trustees. The Zoning Secretary is the support person for the Township Zoning Commission (ZC) and the Township Board of Zoning Appeals (BZA).

Job Qualifications

- Proficient in the use of word processing software.
- Excellent written and verbal communication skills.
- Ability to work independently.
- Good organizational skills.
- Ability to work with the public.

Job Description

- Schedule all meetings for the ZC and BZA.
- Prepare notices for all ZC and BZA meetings/hearings.
- Distribute copies of notices to the newspaper, mail notices to the applicants and adjoining property owners, and post notices as required by law.
- Distribute copies of notices, all applications, and accompanying materials to the Board of Trustees and Township Fiscal Officer.
- Respond to inquiries from ZC and BZA members.
- Attend, record the proceedings, and take notes at all ZC and BZA meetings/hearings and other meetings as necessary.
- Accurately prepare the minutes for the ZC and BZA meetings/hearings and distribute copies to each member of the ZC or BZA for review prior to the next scheduled meeting.
- Provide a copy of the approved minutes to each applicant, each member of the ZC or BZA, Township Trustees, Zoning Inspector, Assistant Zoning Inspector, and the Township Fiscal Officer, and for posting on the Township website.

- File all materials for each meeting.
- Maintain master file of all approved ZC and BZA minutes.
- Communicate with Township legal counsel and Medina County Planning Services, as necessary.
- Provide notice of ZC recommendations to the Board of Trustees.
- Update zoning resolution as approved by the Board of Trustees.
- Attend approved training sessions.

For further details, or to send an application and resume, contact Township Trustee Trica Murphy at tmurphy@brunswickhillstwp.org. Applications are available online at www.brunswickhillstwp.org.