



4350 Aicholtz Rd • Union Township, Ohio 45245 • (513) 752-1741 • (513) 752-5732 Fax • www.union-township.oh.us

Position: Township Planner

Salary: Depends on qualifications

Job Type: Full-Time

Location: Union Township, Clermont County - Cincinnati, OH 45245

Position Description: Union Township—a thriving community on the Eastern side of Cincinnati in Clermont County, Ohio—is seeking a full-time Senior Planner to join our team. Under the general direction of the Development Director, the person in this role analyzes and evaluates applications and site plans for permits, effectively maintains permit documents, serves as the primary Planning & Zoning staff representative to the Union Township Board of Zoning Appeals, and assists in updating the Township Comprehensive Plan, and Planning & Zoning department processes.

The person in this position must be able to work in-person in an open office space environment, attend evening meetings as needed, demonstrate excellent written and verbal communication and interpersonal skills that are transferrable to board, staff, related departments and agencies, and business and resident members of the community, have strong customer service skills, and be creative at problem-solving to gather relevant information to solve practical problems and address citizen inquiries and concerns.

Examples of Duties:

- Conduct reviews of various development applications including zoning permits, site plans, sign permits, variance requests, conditional use requests, overlay district plans, major amendments to Planned Developments, etc.
- Issue and maintain zoning permits and certificates and other records required by the Zoning Resolution.
- Assist with long-range planning projects such as the Comprehensive Plan, neighborhood and / or corridor plans, redevelopment plans and strategies, etc.
- Research and prepare planning studies or staff reports for review and / or publication.
- Assist walk-in customers and take phone calls, emails, and inquiries from the public and other agencies and entities.
- Assist in administering the enforcement of the Zoning Resolution and other applicable township codes.
- Perform inspections and related field work as needed.



4350 Aicholtz Rd • Union Township, Ohio 45245 • (513) 752-1741 • (513) 752-5732 Fax • www.union-township.oh.us

- Assist in the maintenance and updating of planning documents, data, maps and geographic information systems.
- Assist in the maintenance of website updates and public communications.
- Oversee the post office and its personnel, under the direction of the Development Director.
- Assign addresses for properties within the Township, according to the county grid system.
- Provide grant writing assistance for Township, generally focusing on community development and improvement projects.

Minimum Qualifications:

1. Undergraduate degree in Engineering, Planning, Public Administration, Geography, or related field plus a minimum of two (2) years practical experience within municipal, county, or township planning/zoning departments; or any equivalent combination of education and experience.
2. Proficient with Microsoft Word, Excel and ArcGIS. Prefer experience with Sketchup, AutoCAD and Adobe Suites.
3. Knowledge in reading, interpreting, enforcing and revisions to municipal and state code.
4. Possesses a valid driver's license and demonstrated safe driving record.
5. Some level of management experience is preferred.

Union Township is a drug free workplace and an Equal Opportunity Employer. All qualified applicants for employment will be considered without regard to an individual's race, color, sex, gender, religion, age, national origin, or other basis protected by federal, state or local laws. If you need reasonable accommodations, please reach out to Union Township Staff.

How to Apply:

Interested candidates will need to send a cover letter and resume, by 4:00pm on Thursday, October 12th, 2023 to be considered for this position. Writing samples and references will also be required for applicants who are selected for interviews. All information should be sent via email to: jobs@union-township.oh.us

For immediate questions, please call 513-753-2300 to speak with Mark McCormack, Development Director.