

The Village of West Milton is seeking a Planning Director. West Milton is a growing Village of 4,700 in southwest Ohio. The community is ideally located, less than 10 miles to the west of I-75 and 5 miles north of I-70 in Miami County. The community has excellent schools and is growing with a mixed use development including 160 new homes under construction and another similar development proposed.

Duties

This is a new position in the Village's organizational structure. The selected candidate will run a one person department working closely with the Village Manager. Responsibilities include the scheduling, public notice requirements, and preparation of agendas, reports and recommendations for the Planning Board and Board of Adjustment. Provides staff support as directed to other advisory committee meetings.

The candidate will be responsible for managing the much needed Comprehensive Plan update process in coordination of the Village Manager. Manages all planning cases and workload. Reviews, researches, field inspects, analyzes and writes staff reports, with staff recommendations based on appropriate findings and conditions for various types of development applications. Conducts quantitative analyses, generates maps and exhibits, and inputs and retrieves land use and permit tracking information.

Interacts with applicants to suggest improvement and/or modification of development applications to better comply with Village ordinances and standards including assisting applicants and the general public with interpretation of adopted development regulations and standards, and provides information about the development review process. Assists with amending development ordinances as needed.

Carries out activities related to enforcement of zoning and land development laws and code enforcement.

Assists with streamlining and improving departmental work practices and business procedures, including application forms, public information, and the Villages' web page and social media platforms.

Performs all other job-related duties as assigned.

Minimum Qualifications

REQUIRED:

1. Bachelor's degree in City Planning or a related field from an accredited college or university.
2. Three to five years of professional planning experience.
3. Ability to obtain AICP within a reasonable time frame.
4. Valid State of Ohio Driver's License with acceptable driving record.

PREFERRED:

1. Master's degree in City Planning or a related field from an accredited college or university.
2. AICP certification.

Additional Information

Knowledge of principles and practices of City planning, including application review and process, research and analysis, preparation of area and specific plans, and zoning enforcement. Thorough knowledge of, and ability to apply, various state laws related to planning issues. Ability to evaluate applications and proposals against design and use standards, and Village and planning policies. Ability to utilize geographic information systems to produce various maps for the purposes of land use analysis. Ability to work and use good judgment under some stressful conditions and with frequent interruptions. Ability to get along appropriately with co-workers and the public.

Compensation dependent upon qualifications.

Interested candidates should forward a resume, with three professional references and salary history to;

Jeff Sheridan,

Village Manager at

sheridan@westmiltonohio.gov