**Position:**

**Job Description:** An entry-to-mid-level zoning position. Works with elected officials, Zoning Commission, Board of Zoning Appeals, applicants, and administrative support staff to perform a wide variety of zoning functions related to: design, development and redevelopment of land; inspection of property for compliance to the Saybrook Township Zoning Resolution.

**Company/ Work address:** Saybrook Township / 7247 Center Road, Ashtabula, Ohio

**Minimum Hours/Shift:** 40-42 weekly – Full time/ 1st shifts/ Monday through Friday

**Hourly Wage Range:** $13.50 - $15.00

**Minimum Education Required:** HS Diploma or GED

**Prior to Hire Requirements:** Background Check, Drug Screen, Driver’s License

**Desired Skills:** KNOWLEDGE, SKILLS & ABILITIES:
• Valid Ohio Drivers License which meets Township’s Driving Policy
• Must be bondable
• Possesses a high degree of computer literacy including Microsoft Office applications

TEAMWORK & PARTICIPATION:
• Creates ideas that improve production, organizational performance, or result in cost or time savings for the Township
• Becomes actively involved in decisions affecting work detail
• Communicates in a positive and respectful manner with customers

**How to apply:** Applicants will apply by sending resumes by fax, in-person, USPS or email to:
OMJ Ashtabula County
ATTN: J. DeLoach
2247 Lake Ave.
Ashtabula, OH 44004
Fax: 440-992-7826
Email: james.deloach@jfs.ohio.gov

**OPEN DATE 07-24-17**

**CLOSE DATE 08-09-17**

If you need assistance or have any questions, feel free to contact:
OhioMeansJobs Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234
Thank you and best of luck

OhioMeansJobs Ashtabula County

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