

CITY OF GROVEPORT

An Equal Opportunity Employer

Page 1 of 4

POSITION DESCRIPTION

Employee Name:		Position Title:	Planning & Zoning Manager
Class Number:	40304	Class Title:	Planning & Zoning Manager
Dept./Div.:	Planning and Development Department	Employment Status:	Full-time
Reports to:	Development Director	FLSA Status; Pay:	Exempt
Normal Hours:	To be determined	EEO Status:	02 – Professional
DOT (closest applicable number):	188.167-046		

SUMMARY:

The Planning & Zoning Manager performs a variety of planning activities including technical reviews of development applications and zoning matters. This position oversees day-to-day zoning administration, long-range community planning, and is the primary staff liaison for the Planning & Zoning Commission, Board of Zoning Appeals, and any planning-related ad-hoc committees. This position is expected to complete a full spectrum of planning activities, research and analysis, and provide guidance and information to others on planning, community development, and zoning matters.

QUALIFICATIONS:

Completion of secondary education or equivalent; completion of post-secondary education with a bachelor's degree in City and Regional Planning or other related field (required); coursework in urban and/or regional planning, public administration and/or design (preferred); graduate work in City and Regional Planning or other related field and/or three (3) – five (5) years of public sector work experience (preferred); or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

American Institute of Certified Planners (AICP) certification (preferred); must possess a valid Ohio driver's license and maintain insurability under the Municipality's vehicle insurance policy.

EQUIPMENT OPERATED: (The following are examples only and are not intended to be all inclusive.)

Automobile, tape measure, digital camera, architect/engineer ruler, cellular phone, personal computer, computer software (e.g., ESRI GIS, Microsoft Office, etc.), printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; occasionally lifts objects 20 lbs. or less; occasionally carries objects 20 lbs. or less; occasionally pushes objects 20 lbs. or less; occasionally pulls objects 20 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

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Page 2 of 4

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- 30% (1) Reviews and analyzes subdivision, commercial, and other development applications for compliance with zoning codes, land use plans, and city ordinances; prepares staff reports, project analyses, and recommendations for the Planning & Zoning Commission, Board of Zoning Appeals, City Council, and other bodies; attends evening meetings, public hearings, and work sessions; advises on deviations, architectural features, and project conformity with established plans.
- 25% (2) Assists in developing, updating, and implementing the city's comprehensive plan, focus area plans, and other community planning projects to support growth and development goals (i.e. long-term land use, visual preference survey, parks and leisure trails, thoroughfare plan, etc.); assists in the interpretation, implementation and administration of plans, codified ordinances, and subdivision regulations; assembles and analyzes land use data and maps.
- 20% (3) Assists the Planning & Zoning Commission and City Council with the development of new legislation aimed at modernizing the city's Planning & Zoning Code to support growth and development goals (i.e. density, parking, landscape screening etc.); assembles and analyzes data and maps to justify and initiate reforms.
- 10% (4) Provides guidance, information, and presentations to boards, commissions, City Council, civic groups, businesses, and the general public regarding planning and zoning issues; responds to inquiries, complaints, and requests from residents, developers, and other stakeholders.
- 5% (5) Collaborates with the Property Maintenance Inspector – Code Enforcement Officer to investigate zoning complaints and potential violations, review or conduct field inspections, document findings, and enforce compliance with the city's Planning and Zoning Code to maintain community quality; oversees miscellaneous zoning-related field inspections for proper compliance with the city's Planning and Zoning Code and approved ordinances.
- 5% (6) Facilitates project review with internal departments and external agencies to ensure timely and accurate plan approvals; prepares correspondence, project entitlement schedules, and other materials to aid in the public review process which precedes the final adoption of land use plans, ordinances and development projects.
- 5% (7) Assists in the management and administration of the Groveport Geographic Information System (GIS); collects, analyzes, and interprets land use, zoning, and development data to support planning decisions; assists with statistical and economic trend reporting for internal and public use.

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Page 3 of 4

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(8) Maintains up-to-date knowledge of comprehensive planning, urban design, zoning, and related disciplines, including relevant software tools; participates in national, regional, and state advocacy groups to stay informed on industry standards and best practices.

(9) Maintains contact with business owners and officials, builders/developers, attorneys, bankers, engineers, residential and commercial real estate brokers, various government agencies and officials, and the general public to obtain or disseminate information related to the essential functions of the Planning and Development Department.

(10) Maintains required licensures and certification.

(11) Meets all job safety requirements and all applicable Occupational Safety and Health Administration (OSHA) safety standards that pertain to essential functions.

(12) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(13) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: land use and development principles, practices, concepts, procedures, and methods; principals, practices, and policies/procedures related to community development and the planning process; techniques to involve citizens in planning processes; terminology, theory, principles, and practices in community development and planning; project management; flood plain maps; local geographical area; *municipal goals and objectives; *municipal policies and procedures; *personnel rules; *rules and regulations; *workplace safety practices and procedures.

Skill in: accurately responding to questions in a prompt and thorough manner, both orally and in writing; patiently explaining complicated planning-related concepts in a way that is understood; presenting to groups in public, both orally and in writing; the use of software applications such as AutoCAD, Adobe Creative Suite applications, ESRI GIS, SketchUp and other development-required computer applications; in composing correspondence, using proper grammar and punctuation; use of modern office equipment.

Ability to: read, understand, interpret, and critically evaluate schematic level planning documents, construction documents, and engineering plans; interpret and advise on the application of policies, procedures, and standards to specific situations; research and write planning and zoning reports for the city; develop and standardize

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Page 4 of 4

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procedures and methods to improve the efficiency and effectiveness of planning services, projects, and activities; assess and monitor workload, operational processes, and internal reporting relationships; receive, investigate, and respond to problems and complaints in a professional manner; identify and report findings and take necessary corrective action; operate a city vehicle; see and hear to accurately observe situations; handle confidential material in strict confidence; work irregular hours (evenings, weekends, holidays) and during special events; operate in the absence of clear expectations, precedence, or procedures; use independent judgment, common sense, and principals of influence and rational systems in the performance of tasks; behave in a friendly, understanding, helpful, and professional manner with co-workers, supervisors and the general public; be innovative and creative in developing land use and process solutions to coordinate the work of multiple disciplines within the Planning and Development Department and throughout the city; establish and develop positive working relationships with community stakeholders, City Council members, members of the management team, and all other staff, in order to support a high level of organizational performance.

POSITIONS DIRECTLY SUPERVISED:

None

(Signature of Municipality Representative)

(Date)

(Signature of Employee)

(Date)

Date Adopted:

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