

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 18-130**

**RESOLUTION TO APPOINT CHUCK GOINS AS ASSISTANT ADMINISTRATOR/ZONING
ADMINISTRATOR AT AN HOURLY RATE OF \$33.54/HR, EFFECTIVE HIRE DATE
AUGUST 22, 2018, WITH A 12 MONTH PROBATIONARY PERIOD.**

WHEREAS: The Administrator has recommended immediate promotion for operational consistency;
and

WHEREAS: The Administrator has recommended the promotion of Chuck Goins, considering his one
year of experience as Zoning Administrator; and

WHEREAS: This position will include the Job Description attached hereto as Exhibit "A";

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler
County, Ohio, as follows;

SECTION 1: The Board hereby approves the appointment of Chuck Goins as Full-time Assistant
Administrator/Zoning Administrator at an hourly rate of \$33.54/HR, effective hire date
August 22, 2018 with a 12-month probationary period.

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two
separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon
its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees
through the Ohio Revised Code and not the specific authority granted to the Board of
Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and
relating to the passage of this Resolution were taken in meetings open to the public, in
compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: August 22, 2018

Board of Trustees

Susan Berding: _____

Shannon Hartkemeyer: _____

Joe McAbee: _____

Vote of Trustees

YES

YES

YES

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township
Fiscal Officer this 22nd day of August, 2018.

ATTEST:

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbieri, Township Law Director



FAIRFIELD TOWNSHIP, BUTLER COUNTY, OHIO
ADMINISTRATION AND ZONING
POSITION DESCRIPTION – ASSISTANT & ZONING ADMINISTRATOR

Job Title: Assistant and Zoning Administrator
Department: Administration and Zoning
Reports to: Administrator
Pay Classification: Salaried, Exempt, Full-time

GENERAL FUNCTION

Responsible to the Township Administrator for the administration and management of the Township's day-to-day operations. Supervises the activities of the Township Planning & Zoning Department, Human Resources, Grants, events, and Geographic Information Systems. Coordinates and communicates with Police Chief, Fire Chief, and Service Director in a direct supporting role to the Township Administrator to effectively execute day-to-day operations of the Township. Serves as a key member of the Township's management team with regard to coordinating and managing administrative functions, human resources functions, janitorial functions, and miscellaneous activities through the Executive Assistant to the Administrator in a direct supporting role to the Township Administrator. Directly supports the Township Administrator in conducting negotiations, deliberations, discussions, financial transactions, and other business of the Township. Demonstrates the ability to develop, analyze and interpret policies, procedures, rules, regulations, and statutes. The Assistant Township Administrator shall function with a high degree of independence and utilize mature judgment, planning abilities, and organizational skills and shall effectively prioritize programs and activities within his/her responsible areas. Demonstrates leadership, management, and technical skills through effective communication and collaboration, proper use of Township resources, progressive decision-making, personal accountability, and responsibility, and is committed to working in the interest of the Township through actively advancing the Township's mission and vision. Works at the direction of the Township Administrator in advancing the vision of the Township.

MINIMUM REQUIREMENTS FOR POSITION

Bachelor's Degree in public administration, planning, economics, business, business administration, or a related field and/or five years progressively responsible experience in public administration or business administration, with exposure to concepts within the fields of planning, geographic information systems, economic development, grant writing, grant management, and grant administration, public finance, and general management principles. Must demonstrate general computer literacy through possessing familiarity with general office software applications (Microsoft Word, Excel, Outlook, PowerPoint, etc).

CORE COMPETENCIES

Exhibits behavior consistent with the mission, vision, and values of Fairfield Township, Butler County, Ohio. Maintains a commitment to personally providing excellent customer service, and to ensuring all departments and staff under direct supervision continuously provide excellent customer service. Employs creative thinking and innovative problem solving techniques throughout the course of conducting and/or managing the day-to-day activities of the Township. Coordinates and provides short, medium, and long term direction for departments under direct supervision and ensures that all policies and activities of those departments are consistent with the mission, vision, and values of Fairfield Township. Encourages the deployment of best practices and ensures continuous improvement by staff under his/her direct supervision in accomplishing the objectives of the department. Demonstrates a commitment to fostering a

team-oriented work environment that emphasizes independent decision-making, excellent customer service, personal accountability, and leadership development opportunities. Provides guidance, motivation, encouragement information, and fosters continued professional development within areas under direct supervision. Communicates effectively through both written and spoken word. Works cooperatively with all Township employees and supervisors to assure the provision of high quality services. Exhibits excellent interpersonal and human relationship skills through assisting other employees with developing and implementing programs and policies that enhance organizational efficiency. Displays fiscal restraint by effectively utilizing available financial resources and ensuring adherence to established operational and capital budgets established for departments under his/her direct supervision. Demonstrates familiarity with Ohio Revised Code, and all other relevant state or federal regulations pertaining to Limited Home Rule Township governance.

ESSENTIAL DUTIES

- ◆ Serves as the Planning & Zoning Director. Administers and enforces the Fairfield Township Zoning Resolution and Township Land Use Plan. Prepares staff reports and technical communication to the Fairfield Township Board of Trustees, Zoning Commission, and Fairfield Board of Zoning Appeals. Represents the Township on all official planning and zoning related matters, hearings, or other proceedings.
 - ◆ Manages and coordinates grants activities within the Township. Coordinates with other Township agencies to facilitate effective grant research, grant writing, and management of grant awards. Tracks annual grant applications and awards submitted by all Township departments. Pursues funding opportunities from various sources, when applicable. Secures necessary approval for deployment of local match funding requests, when applicable.
 - ◆ Manages and oversees operations of Geographic Information Systems Department. Oversees the implementation of a comprehensive geographic information system database accessible to all departments within the Township. Coordinates updates with the County GIS Department. Manages deployment of department staff to assist other departments in geographic information systems analysis.
 - ◆ Serves as a liaison between potential commercial and industrial developers and the Township at the direction of the Administrator. Coordinates with state, county, and local officials to encourage and support local economic development initiatives at the direction of the Township Administrator. Assists the Township Administrator in developing incentive packages to attract quality commercial development to the Township.
 - ◆ Oversees and manages Fairfield Township Information Technology Staff. Provides direction and guidance to department personnel on policy development, program development, newsletter and other publications, and related items. Promotes innovative technical solutions to address day-to-day technological needs of the Township. Ensures official communications are approved by the Township Administrator prior to release.
 - ◆ Coordinates with Township Departments to carry out the daily operations of the Township in an efficient and effective manner. Assists the Township Administrator in labor relations, general management, and assists in facilitating communication between various Township Departments.
 - ◆ Completes special projects at the direction of the Township Administrator.
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- ◆ Serves as a key member of the Township's management team with regard to coordinating and managing administrative functions, human resources functions, janitorial functions, and miscellaneous activities through the Executive Assistant to the Administrator in a direct supporting role to the Township Administrator.
- ◆ Promotes safe work practices and adherence to all relevant policies and procedures.
- ◆ Directly supports the Township Administrator during the process of conducting negotiations, deliberations, discussions, financial transactions, and other business of the Township.
- ◆ Performs other duties as assigned by the Township Administrator.

EQUIPMENT OPERATED

Computer, printer, automobile, projector, camera, miscellaneous office equipment, including telephone, fax, copier, calculator, paging, and other customary equipment.

PHYSICAL REQUIREMENTS/JOB LOCATION

Work completed primarily within Township Administration Building. Must be able to safely and effectively operate a motor vehicle and demonstrate use of hands and feet, ability to kneel, bend, or otherwise lift object up to 40 pounds. Work requires walking and standing on varying types of terrain and irregular surfaces. General Duty requirements are as follows:

1. Uses or works in proximity to the use of firearms.
2. Has contact with potentially violent or emotionally distraught persons.
3. Has exposure to potentially vicious animals.
4. Has exposure to hot, cold, wet, humid or windy weather conditions.
5. Has exposure to hazardous driving conditions.
6. Has exposure to second-hand smoke.