

## ZONING AND ECONOMIC DEVELOPMENT ADMINISTRATOR

The Lake Township Board of Trustees is currently seeking to fill the position of township ZONING AND ECONOMIC DEVELOPMENT ADMINISTRATOR. Responsible for the day-to-day administration of the Lake Township Zoning Resolution, review of development projects for long-range implications, and assisting the public with planning and zoning matters.

In addition, this position is responsible for **advancing Lake Township's economic development initiatives**, fostering **business and community partnerships**, and **supporting the strategic expansion of the township's commercial and industrial footprint** provided that they are in alignment with community goals the comprehensive land-use plan, and the zoning resolution.

The employee serves at the pleasure of the Board of Lake Township Trustees and must post such bond/insurance as required by Ohio law.

### Minimum Qualifications

1. Bachelor's Degree in Business Administration, Public Administration, Urban Planning, or related field preferred; two or more years of professional experience in zoning and/or planning required.
2. The ideal candidate will have a general understanding of Ohio economic development practices and is required to obtain the Ohio Economic Development Certification (OcED) within three years of hire date.
3. Strong oral, written, and digital communication skills.
4. Experience with Ohio zoning laws and economic development programs preferred.
5. Valid Ohio driver's license required.
6. Ability to read and interpret blueprints, site plans, and development proposals.
7. Ability to perform measurements and evaluations for zoning compliance and project assessment.

Lake Township offers an excellent employee benefit package. Pre-employment drug screening is required as a condition of employment. Lake Township is an equal opportunity employer and service provider.

Please email or send resume, cover letter and three professional references to:

Lake Township Board of Trustees  
Attn: Sophia Troyer, Administrator  
12360 Market Avenue North  
Hartsville, Ohio 44632

email: [stroyer@laketwpstarkco.com](mailto:stroyer@laketwpstarkco.com)

For further information contact Sophia Troyer at 330.877.9479. Application deadline is January 23, 2026, 4:30 p.m.