

**BUTLER COUNTY COMMISSIONERS
DIRECTOR OF DEVELOPMENT**

Posting Date: 07/30/2026

Response Deadline: 10/31/2026

RESUMES ARE ACCEPTED UNTIL THE POSITION IS FILLED.

Salary: \$100,880.00 - \$146,099.20 Annual		
130 High Street		Hours of Work: Monday – Friday; 8:00a – 4:30p
Work Location:	Hamilton, OH 45011	

ESSENTIAL FUNCTIONS:

1. Oversee the operations of three major divisions (Planning, Building and Zoning, and Community Development), as well as economic development; supervise division heads, including assigning work, interviewing applicants and recommending hire, recommend discipline as needed, evaluate employee performance and recommend pay increases as warranted; receive and resolve employee grievances and complaints; develop division policies and procedures together with division administrators; assist division administrators in complex problems or in times of acute project workloads; and prepare and administer department budget.
2. Coordinate the efforts of the Department of Development and its divisions with County Engineer, Water and Sewer Department, Butler Soil & Water Conservation District, Butler County Extension, the OKI Regional Council of Governments, cities and townships, and other governmental bodies; and serve as County representative on OKI Regional Council.
3. Work with Planning Administrator to oversee special planning projects that may arise; and ensure that planning regulations work with economic development goals to ensure appropriate balance.
4. Serve as County's economic development liaison with external stakeholders, BCFA, REDI, Chambers attracting new business and employers, identifying sites for possible development, maintaining high visibility for potential businesses; and update web site.
5. Work with the Building & Zoning Administrator to oversee the drafting, revising and enforcement of the county's building, zoning and flood plain protection regulations; and ensure that these regulations work in unison with the county's long range land use plan.
6. Work with the Community Development Administrator to oversee CDBG projects and HOME projects and grant applications.
7. Oversee the Butler County Regional Airport and supervise the Airport Manager position to promote safe operations, administer grant awards and enhance the airport to promote economic development opportunities.
8. Supervise the Land Bank Director to ensure the Butler County Land Reutilization Corporation facilitates the redevelopment of vacant, blighted or underutilized residential, commercial and industrial properties to promote employment and tax base growth as well as stabilize and redevelop underutilized residential neighborhoods.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in planning, public administration, or equivalent, relevant degree; and
- Five (5) years experience in planning, economic development, or business development field; or

- Any combination of education, training and/or work experience equivalent to the minimum qualifications stated above.

SUBMIT COVER LETTER AND RESUME TO: resumes@bcohoio.gov (Indicate job title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER