



Village of Bremen
9090 Marietta Road, SE
Bremen, Ohio 43107
(740) 569-4788
<http://BremenVillage.com>

Position Description Zoning Compliance Officer

**Part-Time, Permanent, Exempt
FLSA Status: Exempt**

ESSENTIAL FUNCTIONS OF THE POSITION:

The purpose of this position is to enforce the Village's zoning and property maintenance ordinances and standards, working collaboratively with the Planning and Zoning Commission, village administrator, mayor, village solicitor and other village officials.

The zoning inspector is often the first person with whom a property owner will meet in relation to Village land use standards. The work involves frequent interaction with the general public including property owners, tenants, residents, business owners, real estate agents, contractors, and land developers.

This position requires the exercise of initiative, independent judgment, and advanced public relations skills.

Works at the pleasure of Council, under supervision by the village administrator.

The following are examples of the job duties but do not include all the possible tasks to be performed:

(Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

- Coordinates with the Planning and Zoning Commission, Board of Zoning Appeals and the Mayor on the issuance of building permits.
- Reviews plans of proposed developments for compliance to Zoning Ordinance and amendments.
- Issues zoning permits when the procedures and standards of the Zoning Ordinance and amendments have been followed.
- Makes and keeps all records necessary and appropriate to this office including records of issuance and denial of zoning permits and receipt of complaints of violation of the Zoning Ordinance and amendments and action taken on the same.

- Inspects any buildings or lands to determine whether any violations of the Zoning Ordinance and amendments have been committed or exist.
- Upon finding that any violations exist, provides written notification to the person(s) responsible for such violation, ordering such action(s) as needed to correct such violations.
- Takes all necessary steps to remedy conditions found in violation of the Zoning Ordinance and amendments by ordering, in writing, the discontinuance of illegal uses or work in progress, and directs cases of noncompliance to the appropriate Village official(s) for action.
- Advises the Planning and Zoning Commission of matters pertaining to the enforcement of the Zoning Ordinance and amendments, as well as conditional use permits, appeals, or variances and all applications and records pertaining thereto.
- Receives and responds to public inquiries from a variety of sources (e.g. email, mail, phone, in person) regarding policies, procedures and standards regarding the Village's zoning and property maintenance regulations. Educates home and property owners about the permit and inspection processes.
- Investigates property maintenance complaints and determines whether violations exist of the Village's zoning and property maintenance regulations.
- Performs site visits, records research, and personal interviews to gather information necessary to fulfill the duties of this position.
- Attends regular monthly meetings and occasional special meetings of the Village Planning and Zoning Commission, and other related meetings as may be needed such as variance hearings.
- Participates in organizing and conducting public hearings that are part of the village's planning and zoning process (i.e. variance hearings).
- Provides written and oral reports to the Planning and Zoning Commission about inspection activities.
- Maintains detailed records of inspections, code violations, related correspondence, and the status of enforcement actions.
- Assists Village officials with land use planning initiatives and activities.
- Provides respectful, professional, positive service in all interactions with internal and external customers.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly with others to provide quality seamless customer service.
- Reflects a positive image of the Village of Bremen at all times.
- Performs other duties as assigned by the village administrator.

JOB SETTING:

The duties of this position will be performed both indoors and outdoors. The incumbent may encounter any type of environmental conditions: hot, cold, damp, wet, humid, dry, noisy, odorous, dusty, muddy, etc. The incumbent will be expected to work alone, around others, on a team, under stress, under minimal supervision, under scrutiny of the public, and under deadlines.

EMOTIONAL DEMANDS:

1) Contacts with General Public	Frequently
2) Contact with property owners, tenants, residents	Frequently
3) Deadlines under Pressure	Frequently
4) Switching between multiple tasks	Occasionally
5) Working Alone	Frequently

PHYSICAL DEMANDS:

1) Standing	5-35%
2) Walking	5-25%
3) Sitting	50-75%
4) Keyboarding	5-25%

MINIMUM REQUIREMENTS:

Possession of high school diploma, or equivalent, local government experience, experience with administering zoning and property maintenance regulatory compliance, or any equivalent combination of training and experience which provides the following knowledge, skills and abilities:

Knowledge of:

- Business English, spelling, grammar.
- Arithmetic, geometry, algebra.
- Effective governmental record-keeping practices and procedures.
- General municipal government operations and organization.
- Microsoft Office software, especially Word, Excel and Access.
- Principles and practices of code inspection at the local government level.
- Ohio Revised Code, Ohio Administrative Code, International Property Maintenance Code.
- The Village of Bremen's zoning and property maintenance regulations.

Skilled in:

- Well-developed interpersonal and communications skills to establish and maintain effective working relationships with other employees, government officials, and the public, to negotiate effectively, and to deal with public relations problems courteously and tactfully.
- Good customer service (in person, phone, email).
- Both verbal and written communications, using proper English grammar.
- Identifying alternative solutions or approaches to problems, and then using logic and reasoning to compare strengths and weaknesses of those alternatives.
- Using personal computer and email.
- Digital photography.
- Using Microsoft Office software, especially Word, Excel and PowerPoint.
- Map reading and aerial photography interpretation.

- Reading and interpreting engineering and architectural drawings, symbols and specifications.
- Performing public records research about real estate ownership.
- Good planning and organizational skills.
- Following written and oral instructions.

Ability to:

- Communicate effectively, both orally and in writing, in the English language.
- Read and hear.
- Compose correspondence and perform office management details without assistance.
- Make responsible decisions in accordance with established policies and procedures.
- Perform mathematical calculations and basic algebraic functions.
- Conduct site inspections in adverse weather conditions.
- Identify alternative solutions or approaches to problems, and then use logic and reasoning to identify strengths and weaknesses of those alternatives.
- Establish and maintain effective working relationships with others.
- Work independently with limited direction given.
- Apply problem solving skills and perform critical thinking.
- Use a personal computer and Microsoft Office software effectively.
- Keep records and prepare reports.
- Discern when something is wrong or likely to go wrong.
- Apply general rules to specific problems to produce answers that make sense.
- Exercise independent judgement, and deal with many variables and determine specific action.
- Deal tactfully and courteously with the public.
- Respond to complaints in a professional manner.
- Prioritize to handle multiple time demands and deadlines.
- Abide by confidentiality requirements.
- Meet the emotional and physical demands as described and characterized above, to successfully perform the functions of this position.

NECESSARY SPECIAL REQUIREMENTS:

- Must be 18 years of age or older.
- Must possess and maintain a valid Ohio driver's license and have a good driving record.
- Must provide your own transportation for performing the duties of this position.
- Must provide your own telephone for performing the duties of this position.
- Must provide your own computer for performing the duties of this position.
- Must be accessible via telephone, email and text messaging.
- Must pass a pre-employment drug/alcohol screen and criminal background check.
- Must have an outgoing personality and maintain a positive but assertive attitude even toward ill-mannered and/or angry constituents.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; motor vehicle record (MVR) check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.