



## **Building/Zoning Code Administrator JOB DESCRIPTION**

**Division/Department:** Administration

**Location:** Village Administrative Office

**Job Title:** Building/Zoning Code Administrator

**Reports To:** Village Planning Commission

**Hours:** Maximum of 20 per week, as scheduled by supervisor.

### **SUMMARY OF POSITION**

Administers the Village's zoning and building codes and applicable sections per Ohio Revised Code.

### **EDUCATION REQUIREMENTS**

- High school diploma or GED, or equivalent training or experience; prefer Associate degree in related field.
  - Reasoning:
    - Ability to solve practical problems.
    - Interpret a variety of written and oral instructions.
  - Mathematical:
    - Ability to perform ordinary mathematical/algebraic procedures/practical applications.

### **CERTIFICATION AND LICENSURE REQUIREMENTS**

- Possess thorough knowledge of occupational hazards and safety precautions (OSHA) including traffic and safety rules and accident prevention practices.
- Ability to occasionally bend, squat/kneel, twist/turn, climb, reach above shoulder, and type on keyboard.
- Ability to occasionally lift up to 40 pounds.
- Knowledge of Microsoft Office Suite software applications.
- \* Must obtain licensure and certification from the International Code Council coursework.



### **SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Performs a variety of duties in support and knowledge of regulations Village code ordinances.
  - Enforces a variety of applicable ordinances, codes, and related to zoning, flood plain, land use, nuisance housing, building codes, health and safety, blight, start of foreclosure properties, and other matters of public concern.
- Serves as a resource and of provides information regarding Village regulations to property owners, residents, businesses, the general public, and other Village departments.
  - Performs a variety of field and office work in support of Village codified ordinances.
  - Maintains involvement in updating the Village ordinances.
- Receives and responds to complaints of citizens and reports citizen complaints from other agencies and departments on alleged violations of Village zoning and ordinances.
  - Conducts investigations and provides recommendations for resolution.
  - Inspects properties for violations and contacts owners for resolution.
  - Issues letters and posts warning notices and maintains accurate documentation and records.
    - Prepares reports and correspondence related to violations.
    - Reviews building permits in compliance with Village ordinances for approval by the Village Planning Commission.
      - Ensures building permits include house number, re-designate numbering while checking for plain area, zoning, and variances that require the Board of Zoning Appeals oversight.
      - Occasionally attends Board of Zoning Appeals meetings.
    - Works with Village Planning Commission on new developments, alley vacations, rezoning, and annexations.
    - Conducts field investigations for properties under construction in search of any violations.
    - Coordinates with the Water and Sewer Superintendent during construction.
    - Provides monthly reports to the Village Planning Commission for all items noted above.
    - Consistently checks and responds to incoming email communication.
    - Performs other work or duties as assigned by Village Planning Commission.

► *Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Village, per Article 16 of the zoning ordinance.*



### **WORK EXPERIENCE REQUIREMENTS**

- Experience in building trades is a plus.
- Possess business and office administration experience along with organizational skills.
- Demonstrates good public relations skills with the community and other employees.
- Possess a good understanding of the Ohio Revised Code, standard drawings, and mapping.
- Ability to communicate proficiently, both orally and in writing, in the English language.
- Ability to maintain and evaluate records.
- Ability to work independently and is self-supporting.
- Ability to perform all required duties, both mentally and physically.
- Displays discipline and focus in the work environment.

The Village of Newcomerstown is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.

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