

JOB TITLE: PART-TIME ZONING ADMINISTRATOR
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REPORTS TO: MAYOR

Job description:

The Part-time Zoning Administrator shall act as the administrative officer for the purpose of effecting the proper administration of the Planning and Zoning Code of the City of Willoughby Hills (“the City”). He/she is responsible for conducting zoning inspections, enforcing adopted zoning and nuisance regulations through inspection of sites alleged to be in violation and ensuring that violations are brought into compliance. He/she shall answer public inquiries, make interpretations of the City of Willoughby Hills Zoning Ordinances and Property Maintenance Code, and resolve complaints and violations of zoning, including participation in litigation proceedings, and work with the Lake County Building Department and the City’s Fire Department and Police Department to resolve issues of noncompliance.

In addition, the Part-time Zoning Administrator is responsible for processing zoning certificate applications and certificates of occupancy and maintaining detailed records for the City. Duties may include making recommendations to the City Engineer, Planning Commission and Architectural Board of Review (“PC-ABR”), or the Mayor concerning improvements and updates to the current zoning ordinances and maps. The Part-time Zoning Administrator may also assist the public with all planning and zoning related information. He/she will serve as a liaison to the PC-ABR in matters concerning real property and building structures for conformity with planning and/or zoning regulations, and the interpretation of enforcement of the municipal ordinances related to the use, development, and construction of land, property, and buildings within the municipality.

The Part-time Zoning Administrator “powers and duties” are listed in Chapter 1109.02 of the City’s Codified Ordinances, however, a more detailed description of each of these items is provided in the following description of “duties and responsibilities.”

Duties and responsibilities:

1. Implement and enforce the Willoughby Hills Codified Ordinances, Chapter 11 Planning and Zoning Code, and Chapter 13 Building Code.
2. Review applications for zoning permits and conducts on-site inspections as needed.
3. Act as administrative liaison between the PC-ABR, BZA, and the Mayor; collect information and prepare materials and reports as required by the Commissions, Board and the Mayor.
4. Advise and coordinate with the Service and Building Departments, Fire Department, Police Department, City Engineer, Lake County Building Department and all other agencies involved with zoning and site plan review.

5. Propose ordinance amendments to the PC/ABR to maintain an up-to-date Zoning Ordinance records and Zoning Map.
6. Advise legal counsel of pending legal problems and request legal advice as needed.
7. Supervise collection of Zoning Permit fees and deposits, including refunds upon permit close-out.
8. Issue the appropriate land-use permit when all provisions of the Zoning Ordinance are in compliance and maintain a complete file of permits issued. Notify applicant, in writing, if the proposed use is not in compliance with Zoning Ordinance standards, and assist with appropriate alternative administrative remedies necessary to attain compliance.
9. Administer permitting of utility companies to work in the City.
10. Assist residents, contractors, architects/engineers, tenants, developers, and others through the approval and permitting process.
11. Attend PC-ABR and BZA meetings as needed to report on permit applications, zoning issues and advise on issues related to zoning administration. Evening meetings can be expected.
12. Coordinate with the City Engineer and Law Director to review, inspect, and approve all property subdividing, then forward recommendations of approval to PC-ABR.
13. Zoning Enforcement – Keep an inventory of violations, including dated photographs and/or other evidence. (Willoughby Hills Codified Ordinance Chapter 1337 Property Maintenance Code).
14. Act as Floodplain Administrator for the City.
15. Office Administration –Submit to the Mayor on at least a monthly basis, a summary of zoning permit reviews, mileage, expenses and hours worked; administer and follow procedures and policies established for the City; distribute zoning ordinances to PC-ABR, BZA and the public; keep all City records and office records up-to-date by recording all amendments and retaining all official documents and make copies of the zoning ordinances available to the public; work with the appropriate staff or offices to prepare, publish, post, send and/or deliver public notices and/or meetings and hearings;

turn in written annual reports and statistics. Note accomplishments and goals in the upcoming year.

16. Attend professional schools, seminars and/or conferences as needed to stay up-to-date on laws, and other information pertinent to zoning.
17. Performs all duties (some listed above) outlined in Chapter 1109.02 Zoning Administrator of the Codified Ordinances of the City of Willoughby Hills.
18. Other duties, as assigned.

Qualifications:

Successful zoning experience in township, county or municipal government, or comparable education/experience required.

Experience & Education Required:

Must have a high school diploma or equivalent. College degree or specific training in the zoning field is preferred. Must have a valid Ohio Driver's License and must maintain it in good standing.

Working conditions:

Essential Mental Functions:

1. Ability to communicate well and explain in simple terms the technical provisions of the Zoning Code. Must have the ability to work and communicate with elected and appointed officials and the public with appropriate etiquette and diplomacy.
2. Must be able to assist people in solving zoning-related problems.
3. Must be able to attend professional schools.
4. Working knowledge of City's zoning, planning and construction permitting and administration processes.
5. Working knowledge of computer system, modern office equipment and practices.
6. Ability to prioritize task assignments.
7. Ability to communicate effectively both orally and in writing.
8. Ability to concentrate on a given task for an extended period of time.

9. Ability to work with people and handle stressful situations arising from citizen government conflict.
10. Ability to work through complex tasks and anticipate logical outcomes.
11. Ability to understand and follow oral and written instructions.
12. Ability to interact effectively with city personnel, the public and other governmental entities.
13. Must be accessible to the public with established hours in the Building Department Office.

Essential Physical Functions:

1. Ability to drive and make on-site inspections as needed.
2. Ability to operate office-related equipment such as computers, copy machines, etc.
3. Ability to sit, stand and walk without assistance in order to conduct inspections and address property maintenance violations.
4. Ability to use Lake County "GIS System" and "Auditor's web site".

Reportee: The Building and Zoning Clerk.

This position description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the City. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibilities.

The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours' notice to the Civil Service Commission in order to have the request fulfilled.

Approved By:

Date Approved: