

**VILLAGE OF ST. BERNARD OHIO**  
**POSITION DESCRIPTION & DUTIES**  
**ZONING & CODE ADMINISTRATOR**

**JOB TITLE:** Zoning and Code Administrator

**DEPARTMENT:** Zoning

**IMMEDIATE SUPERVISOR:** Safety Services Director

**JOB CLASSIFICATION:**

**SALARY RANGE:** \$58,000 to \$74,000

**Status:** Full-Time Exempt, Unclassified

**Hours:** Monday-Friday, typically 40

hours per week with periodic

attendance at evening meetings

**Position Summary**

The Zoning & Codes Administrator performs a variety of routine and complex work in the interpretation and enforcement of Village and State of Ohio codes, ordinances, statutes and related rules and regulations related to zoning, land use, health and safety, blight, and other matters of public concern. Works with the contract building inspector, fire inspector, state building code officials, utilities, developers, and others in the interpretation of the Village's Zoning Code and Comprehensive Plan. Prepares plans, analyzes development proposals, and supports the Community Improvement Corporation. Identifies issues and enforces the Village's property maintenance code.

**Position Duties and Responsibilities**

*Zoning Administration*

- Work with Village elected officials, appointed officials, and residents to implement the Village's development vision as outlined in the Master Plan and Zoning Ordinance.
- Manage all planning studies and initiatives.
- Review and reply to questions pertaining to the Village's Zoning Ordinance and administration of zoning and building permit requirements.
- Review and issue sign permits, zoning certificates and zoning verification letters.
- Oversee the operations with the contract building inspection program. Works closely with contractor to ensure a prompt and professional permitting process.
- Review completed building and zoning permit applications, assuring compliance with ordinance requirements. Issue or deny permits depending on compliance. Assist applicants in completion of forms and submissions to third-party inspectors.
- Receive and review all Planning Commission and Board of Zoning Appeals applications and process the required paperwork in accordance with the requirements of the Village. Prepare all legal advertisements. Prepare agenda and information packet for Zoning Commission and Board of Zoning Appeals meetings and attends all meetings.
- Conduct zoning inspections in accordance with approved permits and plans to ensure compliance with applicable codes.
- Review new subdivision, land development, major land disturbance, and conditional use plans and provide input to the Zoning Commission and Board of Zoning Appeals. Assign address numbers to new properties and forward to appropriate agencies for review.
- In conjunction with the Fire Inspector, investigate illegal activities such as illegal dumping, burning of recyclable or hazardous materials, illegal dumping, illicit stormwater discharge, and installation of

building, zoning and stormwater facilities in violation of approved plans, or without proper permitting. Initiate legal action in conjunction with the Village Law Director and represent the Village in legal and court proceedings.

- In conjunction with the contract building inspector and fire inspector, inspect structures damaged by storm, fire or other hazards. Facilitate condemnation procedures with building inspector and fire inspector when warranted.
- Provide updates to geographic information systems managed by Hamilton County. Compare data presented on permit applications with information on the CAGIS system ensuring accuracy with development plans.

#### *Code Compliance*

- Receive and investigate complaints regarding zoning violations. Notify property owners by phone, in person, or by mail of violations. Attempt to resolve complaints by explaining ordinances and working cooperatively with violators. Initiate legal action in conjunction with the Village Law Director where complaints cannot be resolved voluntarily.
- Monitor active code violations to ensure compliance. Maintain record of property owner zoning violations and communications. Ensure timely enforcement process of violations.

#### *Administrative*

- Prepare monthly reports related to building and zoning activity. Report on complaints received and actions taken.
- Maintain files of permits, records, maps, and ordinances as necessary to properly administer and enforce adopted Village Ordinances.
- Represent the Village at meetings, seminars and training sessions.
- Perform general administrative tasks as required. Provide customer service to visitors to the Village offices when necessary. Answer phones, greet visitors and responds to general questions.
- Provide professional support to the Director of Safety/Services on special projects and reports.
- All other duties and responsibilities as required by the Village.

#### **Knowledge, Skills and Abilities**

Knowledge of planning principles and administration of the basic planning functions of a local government. Understanding of the International Property Maintenance Code, and local property maintenance code ordinances.

Ability to read and interpret applicable ordinances, statutes, regulations and policies and explain those to others both orally and in writing tacitly and impartially.

Ability to read construction drawings, perform mathematical calculations, and analyze and summarize data.

Ability to learn and explain to others the regulations, restrictions and standards which may be complex and subject to misinterpretation.

Ability to establish and maintain effective and congenial relationships with residents, elected officials, co-workers, and the development community.

Ability to speak clearly and concisely.

Ability to prepare reports, summaries, agendas, maps and other exhibits.

Ability to plan and schedule work effectively and efficiently without close supervision and exercise independent judgement.

Exhibit a positive attitude and approach to customer service.

### **Minimum Qualifications**

A Bachelors' Degree in planning and development, public administration, construction management or related field.

One to three years of related experience with local zoning and property maintenance codes.

Possession of a valid driver's license and acceptable driving record.

Membership in the Ohio Planning Association and continuing professional training is encouraged.

Must be eligible to work within the United States.

### **Physical Demands/Essential Functions**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Work is performed both in an office environment and outdoors. The majority of the work environment will consist of normal office conditions however, while performing the duties of this job, the employee is regularly required to stand, sit, walk, reach with hands and arms, talk and hear. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl and smell. The employee will frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate.

The Village of St. Bernard is an equal opportunity employer and a drug free workplace

### **ACKNOWLEDGEMENT**

I have read and understand this job description and I can perform the duties of this position as outlined in the description with or without reasonable accommodations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **DISCLAIMER**

*The requirements of this job description are representative of those an employee encounters while performing the essential functions of this job. This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this job description.*