

RESOLUTION 2024-

RESOLUTION TO REVISE THE ZONING ADMINISTRATOR JOB DESCRIPTION.

WHEREAS, Council desires to ensure the job descriptions of all employees of the Village of Centerburg accurately reflect the employees' duties; and

WHEREAS, as the Village expands, the job requirements of the Village's Zoning Administrator also expand; and

WHEREAS, Council wishes to revise the Zoning Administrator job description to accurately reflect the Administrator's role and job duties within the Village.

NOW, THEREFORE BE IT RESOLVED, BY THE COUNCIL OF THE VILLAGE OF CENTERBURG, OHIO:

Section 1. The job description for the Village of Centerburg Zoning Administrator is hereby revised and amended as follows:

Zoning Administrator (VA)

General Purpose:

Performs a variety of tasks relative to administering the Village of Centerburg Zoning Rules and Regulations as well as enforcing the International Property Maintenance Code and any other related laws, procedures, rules and regulations to promote and protect the public health, safety, comfort, convenience, and general welfare of the people of Centerburg.

Supervision Received:

This position is an appointed position subject to the approval of Village Council and will work under the direct supervision of the Village Administrator or their designee.

Essential Duties and Responsibilities:

This job position is part time position but will be dependent upon the volume of work as determined by the Village Administrator. The Zoning Administrator shall have all necessary authority on behalf of the Village to administer and enforce the provisions of the above codes. Such authority shall include the ability to order, in writing, the remedy of any condition found in violation of this Code and the ability to bring legal action to ensure compliance with the provisions including injunction, abatement, or other appropriate action or proceeding.

The essential duties and responsibilities of the Zoning Administrator are the following:

- Administer and enforce the Village of Centerburg Zoning Ordinance.
- Maintain an updated up-to-date the Official Zoning District Map for the Village of Centerburg.
- Attend and facilitate all meetings of the Board of Zoning Appeals (BZA) and Planning Commission

R-24-09A

- ~~Inspect-Review~~ structures and land to determine compliance with ~~theis~~ Zoning Ordinances and the Zoning District Map
- ~~Receives, researches and responds to complaints, questions and inquiries from property owners, residents, contractors, developers, Council, Board and Commission members, and other staff members, in person, by text, by mail, email and over the phone within 24 hours.~~
- ~~Conducts on-site investigations of premises; gathers evidence, takes photographs, speaks to and interviews residents and neighbors when necessary; compares facts to code requirements and makes a finding of violation; determines code violation and all applicable code section(s); records findings on tracker spreadsheet; determines how to proceed, including, issuing a warning including the violation, applicable codes, corrective action necessary, and establishes a compliance deadline;~~
- ~~Interprets public requests; assists and directs property owners, residents and the general public with engineering maps, plat maps, base maps and tax maps;~~
- Notify violators of this Zoning Ordinance in writing, stating the nature of violations and the procedure for requesting an Opinion from the Board of Zoning Appeals under Section 1107.02(e). ~~Notification-The notification~~ shall be complete upon personal delivery, or mailing, of the notice to the owner of the property at his last known address, or where no address is known, by posting the notice in a conspicuous place on the property. Failure of the Zoning Administrator to notify the owner of the property of a violation is not grounds for dismissal of a prosecution based on such a violation
- Refer requests for appeals of decisions to the BZA
- Maintain accurate permanent and current records of all amendments made to this Zoning Ordinance or the Zoning District Map, all conditional use permits and variances granted, and all zoning ~~applications and~~ certificates and notices of violations issued
- Issue conditional use permits after compliance with Chapter 1111, and variances after compliance with Chapter 1113 or Chapter 1108;
- Recommend to the Planning Commission revocation of conditional use permits where the ZA believes terms of permits have been violated
- Issue certificates of appropriateness after compliance with ~~Chapter the Zoning rules and regulations.~~
- Grant temporary use permits unless the temporary use is approved as part of a site plan approval authorized by the Planning Commission
- Investigate complaints and issue citations or other forms of enforcement and penalties for any violations and keep adequate records of all violations
- Order discontinuance of any illegal work being done
- ~~Revoke a permit or approval issued contrary to this code or based on a false statement or misrepresentation on the application~~
- Review and make decisions on the issuance of zoning certificates or other permits reviewed in the manner of the zoning certificate as may be allowed by this code
- Review and make decisions on questions of interpretation related to this code
- Review and make decisions on minor subdivision applications
- ~~Maintain in current status the "Official Zoning Map" of the Village of Centerburg~~
- Accept, review for completeness, and respond to questions regarding review procedure applications established in this code
- Participate in any pre-application meetings as may be requested by a property owner or potential applicant in accordance with this code

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R-24-09A

- Provide such technical and consultation assistance as may be required by the BZA, the Planning Commission, and Village Council, in the exercise of their duties relating to the ~~city~~ code
- Review, ~~inspect~~ property, and make decisions on compliance with the provisions of this code
- Take any other action authorized by the Village of Centerburg Zoning Rules and Regulations, the International Property Maintenance code, or any other laws established by the Village to ensure compliance with or prevent violation(s) of this code.
- Ability to meet deadlines as set by the BZA, Planning Commission, Village Council or the Village Zoning rules and regulations or the Village Administrator.
- Respond to all emails, text or phone messages within 24 hours of receipt.

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Peripheral Duties:

Other duties as assigned by or requested by the Village Administrator ~~or~~ their designee.

Software, Tools and Equipment Used:

All office equipment including, but not limited to, computers, cameras, telephones, typewriters, calculators, and copy machines as well as knowledge of Excel and Microsoft Office.

Work Environment:

This position will be a part of the village teamwork environment and office hours are to be determined.

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee regularly works both in outdoor and indoor conditions.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent. Must complete a BCI investigation, drug screening, and Non-Disclosure Agreement prior to hire. Should be ~~experience~~ experienced and understand zoning, ~~sub-division~~ sub-division and code enforcement end to end processes.

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

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

R-24-09A

WHEREFORE, this Resolution shall take effect and be in force from and after the earliest period allowed by law.

DATE PASSED _____

PRESIDENT OF COUNCIL

ATTEST _____
CLERK OF COUNCIL

MAYOR

APPROVED AS TO FORM:

DATE APPROVED _____

LEGAL COUNSEL

I hereby certify that the resolution or a summary of the resolution was published once a week for two consecutive weeks on _____, 2024 and _____, 2024 in conformance with the Ohio Revised Code 731.21(A).

FISCAL OFFICER