

Village of Bradner

Position Description

Job Title: Part Time Zoning Officer

Department: Zoning Department

Reports To: Chief of Police and Zoning Committee

Summary:

Responsible for ensuring that new development and on-going land occupancy conforms to applicable village regulations regarding land use and zoning, ensures all properties are in compliance with zoning ordinances and nuisance abatement.

Essential Duties and Responsibilities:

Assists the Zoning Committee in reviewing residential Zoning Use Permit Applications for compliance to applicable village regulations.

Reviews and approves or disapproves all Zoning Use Permits and Special Use Permits.

Responsible for receiving and acting on zoning and nuisance complaints including any required investigations, a written notice and for maintaining a log with status of each complaint.

Collecting evidence in a uniform manner for possible legal action.

Makes interpretations of ordinance provisions under the zoning manual.

Responsible for permit application intake procedures; supervises permit intake by the Village Clerks Office.

Performs field inspections for issuance of Compliance Certificates and as otherwise required.

Works with other governmental agencies to aid citizens in obtaining permit approvals from these agencies in conjunction with Zoning Committee and Zoning Department. (Examples: Wood County Auditor's Office, Wood County Health Department, Ohio Environmental Protection Agency.)

Responsible for coordination of permitting and certain land use cases with the Zoning Committee.

Responds to citizen complaints and undertakes enforcement actions. Consults police chief or village attorney if necessary.

Responsible to provide assistance to village attorney in whatever was necessary to prosecute an enforcement action, including but not limited to field inspections, research, providing witness testimony in Village of Bradner court cases, and working with outside agencies to get dangerous or nuisance properties and buildings cleaned up.

Attend Village of Bradner Mayor's Court or Bowling Green Municipal Court when open active court cases exist.

Supervise the design and maintenance of permit records and database, and other periodic reports and handouts.

Responsible for responding to zoning inquiries by phone and in writing.

Other related duties assigned.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position.

The Village of Bradner is an equal opportunity employer.