



Village of Saint Paris
135 W. Main St., St. Paris, Ohio 43072
Phone 937-663-4329 Fax 937-663-0350
www.stparisohio.org

Village of St. Paris, Ohio

Job Description

Position Title: Part-Time Zoning Officer

Department: Administration / Zoning

Reports To: Village Administrator

Employment Status: Part-Time, Non-Exempt

Pay: \$1000.00 per month

GENERAL DESCRIPTION:

Under general direction of the Village Administrator, the Zoning Inspector is responsible for enforcing all provisions of the Village's zoning code and related ordinances, conducting on-site inspections to ensure compliance with zoning regulations approved plans, and maintaining accurate records of zoning-related activities.

QUALIFICATIONS:

An example of acceptable qualifications: Completion of secondary education or equivalent (High school diploma or GED) with familiarity of geographic information systems (GIS) and related software; or any equivalent combination of education, experience, and training, which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the village's vehicle insurance policy.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive: Personal computer, printer, copy machine, fax machine, and other standard business office equipment, department vehicles, and GIS equipment and software.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85 db; is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; has contact with potentially violent or emotionally distraught persons; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; occasionally lifts objects 20 pounds or less; occasionally carries objects 10 pounds or less; occasionally pushes objects 20 pounds or less; occasionally pulls objects 20 pounds or less. Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work. In cases of emergency, unpredictable



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situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION:

- (1) Enforces all provisions of the Village's zoning code and related ordinances; reviews and processes applications for zoning permits, variances, and conditional use permits; conducts on-site inspections to ensure compliance with zoning regulations and approved plans; investigates complaints of zoning violations and issue notices of violation or stop work orders as necessary.
- (2) Maintains accurate records of all zoning-related activities, including permits issued, inspections conducted, and violations addressed; provides technical assistance and information to the public regarding zoning regulations and procedures.
- (3) Prepares and presents reports to the Village Council, Planning Commission, and Board of Zoning Appeals as required; assists in the development and revision of zoning ordinances and comprehensive plans; coordinates with other Village departments and external agencies on zoning-related matters; attends evening meetings of the Planning Commission and Board of Zoning Appeals as needed.
- (4) Maintains required licensure and certification.
- (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (7) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS:

(*indicates developed after employment)

Knowledge of: Village policies and procedures*; department policies and procedures; records management; workplace safety; project management; Ohio Revised Code; zoning laws; land use regulations; urban planning principles; geographic information systems; local geographical area.

Skill in: Data entry; computer operation; use of modern office equipment; motor vehicle operation; reading and interpreting site plans, blueprints, and legal descriptions; communication.

Ability to: Carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving few variables within familiar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine



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material and equipment needs; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; use proper research methods to gather data; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain

POSITIONS DIRECTLY SUPERVISED:

Village Administrator