

ZONING INSPECTOR

RESPONSIBILITIES:

Under the general direction of the Trustees, the Zoning Inspector oversees all zoning matters including the issuance of permits, interpreting township zoning resolutions, working with the Zoning Commission and the Board of Appeals. The Zoning Inspector maintains and updates all zoning records and files. The Zoning Inspector directs all matters pertaining to zoning administration and inspection.

QUALIFICATIONS:

High school graduate or the equivalent required
College credits or degree in land use preferred;
or any combination of training and experience, skills and abilities;
Possession of a valid Ohio driver's license.

MAJOR DUTIES:

- A) Approves and issues all permits and applications and responds to zoning questions by the public.
- B) Reviews plans and drawings pertaining to such permits and applications.
- C) Responds to Zoning Commission, Board of Appeals, or Board of Trustee Members in regard to all zoning matters.
- D) Works closely with Building Department in regard to all zoning matters.
- E) Creates proper correspondence for any zoning matter.
- F) Places final decisions in permanent zoning files along with any other copies of any information pertaining to such zoning cases.
- G) Supervises zoning personnel in daily functions.
- H) Presents new applications to Zoning Commission and to Board of Appeals to be set for public hearing.
- I) Investigates violations and corrects court filings.
- J) Performs related duties as requested.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Thorough knowledge of Township zoning resolutions and Laws.

Demonstrated skill dealing effectively with public officials, co-workers and the general public

Demonstrated skill in office technology

Demonstrated skill in interpersonal communications (written and verbal)

Demonstrated skill in organization

Proven ability to read and interpret site plans, zoning regulations, and procedures.

Ability to maintain various zoning files, records, and financial records of receipts and expenditures.

GUILFORD TOWNSHIP ASSISTANT ZONING INSPECTOR

Applications are being accepted by the Guilford Township Trustees for the part-time position of Assistant Zoning Inspector. Must have a valid Ohio driver's license and be able to pass drug screening. There are no guaranteed minimum hours associated with this position. Send resume to Guilford Township, 3800 Greenwich Rd., Seville, OH 44273. Deadline for application will be June 11, 2018. A full job description can be viewed at: www.guilfordtwpoh.com. Please call 330-336-6559 with any additional questions.