

City of Streetsboro



POSITION AVAILABLE

Posting Date: April 5, 2022 Deadline: April 19, 2022

JOB TITLE:	ZONING INSPECTOR
DEPARTMENT:	PLANNING & ZONING
IMMEDIATE SUPERVISOR:	PLANNING DIRECTOR
STATUS:	PART-TIME, UNCLASSIFIED, NON-EXEMPT
COMPENSATION:	\$20.00/hr. –\$29.08/hr.

The Zoning Inspector is responsible for the enforcement of adopted zoning and nuisance regulations through inspection of sites alleged to be in violation, ensuring that violations are brought into compliance.

JOB RESPONSIBILITIES:

- Perform actions necessary to enforce specific titles of the Planning and Zoning Code, the Housing and Property Maintenance Code, and is authorized by Ordinance, the Noxious weed Ordinance Chapter 533 of the Codified Ordinance.
- Participates in complex activities such as meetings, special projects, etc.
- Types and designs correspondence, conformance letters, memos, charts, tables, graphs, business plans, etc., as needed.
- Maintains records in accordance with the City's records retention schedule.
- Prepares reports for the Department to present to City Council, Boards and Commissions of the City, and the general public.
- Provides correspondence and written reports to Prosecutor for support
- Coordinate with prosecutor to initiate misdemeanor prosecution or civil enforcement actions.
- Draft notices of violation and enforcement with laws and Ordinances
- Inspects reported violations in the field
- Serve notices of violation where necessary, attend court proceedings and provide testimony in court as necessary in support of enforcement actions.
- Maintain excellent levels of customer service.
 - Other duties may be assigned

QUALIFICATIONS:

- Two year related training in zoning, building administration and/or enforcement; or any combination of education, training, and/or experience, which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.
- High School Diploma or GED
- Ability to read, and interpret documents such as governmental regulations, general business periodicals, professional journals and technical procedures.
- Ability to write routine reports and correspondence.
- Ability to communicate politely and effectively.
- Ability to effectively speak read and understand English language. Ability to communicate politely and effectively.
- Must possess a valid State of Ohio driver's license with an acceptable driving record.
- Must be eligible to work in the United States.

HOW TO APPLY: Applications are available on the City's website at www.cityofstreetsboro.com Department/Human Resources. Forward a completed, signed City employment application, cover letter, resume, and (3) references to Slockhart-reese@cityofstreetsboro.com or mail to:

City of Streetsboro, Human Resources Dept.
9184 S.R. 43 Streetsboro, Ohio 44241

Department of Human Resources

9184 State Route 43, Streetsboro, OH 44241 P:330.626.4942 F:330.626.6087

www.cityofstreetsboro.com