

## **COVENTRY TOWNSHIP ZONING INSPECTOR**

The basic role of the Township Zoning Inspector is to enforce the zoning code and map as it is currently adopted by the Board of Trustees.

### **Essential Job Functions**

- Ensures compliance with Township policies and procedures, zoning code, and related ordinances.
- Issues various zoning certificates and zoning permits
- Responds to zoning and property complaints from the public. Reviews all housing maintenance issues such as junk cars, trash, vacant buildings/demolitions, grass and any other nuisance issue from initial contact or letter to legal action.
- Submits assessments to Summit County for properties on which the Township has taken action.
- Coordinates meetings, performs research, makes interpretations of zoning code and related ordinances regarding zoning issues, and makes recommendations to Township Trustees.
- Prepares agenda for Planning Commission, Board of Zoning Appeals, meetings and notifies affected property owners.
- Prepares legal notices for public hearings and ensures notices are published as required by the Ohio Revised Code.
- Maintains schedule for legal notices for Planning Commission, Board of Zoning Appeals and attends and participates in board and commission meetings answering questions, recording decisions, and participating in follow-up discussions.
- Reviews reports and correspondence to ensure completeness and accuracy.
- Researches information, as requested.
- Prepares written communications to the Board of Trustees.
- Manages and modifies, as necessary, the zoning approval process.
- Attends monthly Board of Trustee meetings and provide a report.
- Attends Zoning Commission and BZA meetings.
- Abides by confidentiality requirements.
- Serve as cemetery sexton – sell graves, coordinate burials with the Road Department and maintain all cemetery records.
- Completes miscellaneous duties as assigned by the Board of Trustees.
- Maintains zoning files and completes all administrative duties within the zoning office.
- Serves as a Township representative to County agencies/Boards as assigned.

### **Shall Have Knowledge Of**

- Local zoning code, subdivision code, Ohio revised code, Ohio administrative code, and related ordinances.

- Organizing and planning techniques.
- Computer software including Windows operating system, MS Word, Excel, and Power point.
- Business English, spelling, grammar.
- Coventry Township zoning and property maintenance regulations.
- Grant proposal research, identification and writing.
- Local, county, state and federal special funding and tax incentive programs.
- Land use planning techniques and principles.
- Strategic management planning and implementation.
- Budget development and administration.

### **Have Skills And Abilities To**

- Inspect sites and plans to ensure compliance with the zoning code and ordinances.
- Receive zoning applications and schedule meetings with the appropriate commission.
- Clearly explain the zoning code and process to applicants.
- Issue zoning certificates for applications that meet the zoning code.
- Correspond with banks and financial institutions regarding foreclosures etc. as related to property and zoning code enforcement.
- Develop and maintain effective working relationships with co-workers, legal counsel, public officials, business leaders, contractors and the public.
- Interpret plat maps, utility maps and drawings as related to the zoning code.
- Define problems, collect data, establish facts and draw valid conclusions.
- Interpret and apply local and state laws and ordinances.
- Perform basic research of records.
- Follow oral and written instructions.
- Communicate effectively in written and oral form including providing public presentations.
- Present a positive image to the public.