

**CITY-COUNTY PLANNING COMMISSION OF WARREN COUNTY
POSITION DESCRIPTION**

Position Title: Zoning Compliance Officer
Supervisor: Executive Director
Date: July, 2017
Status: Non-Exempt – Classified Appointment

Purpose of Position:

The purpose of this position is to perform on-site inspections of property, site layout, land uses and premises to ensure compliance with the Warren County Joint Zoning Ordinance, approved plans, applications and associated conditions or binding elements. The Zoning Compliance Officer is expected to exercise considerable initiative to work independently in the field and is responsible for decisions requiring discretion, judgment, and familiarity with a variety of codes and ordinances, but also expected to work well with colleagues in a team environment and coordinate with staff of sister agencies.

Essential Duties and Responsibilities: The following duties are normal for this position. These duties are not exclusive or all-inclusive. Other duties may be required and assigned.

- Investigates complaints of alleged zoning violations by visiting properties and checking locations and uses of building(s) and land;
- Meets with citizens relative to land use and zoning determinations to discuss and explain zoning requirements, and alternative method(s) for compliance;
- Maintain records and file for each property with code violation(s) and prepare written inspection reports
- Perform dispute resolution/management;
- Issue notices of violation and citations;
- Act as staff liaison to the City and County Code Enforcement Boards;
- Assists with preparing for quasi-judicial decisions cases and land use determinations;
- Review and approve building permits for compliance with regulations, conditions and binding elements;
- Perform construction site inspections to ensure compliance with approvals and regulations;
- Perform other duties as required.

Minimum Training and Experience:

This position requires a High School Diploma or General Equivalency Diploma (GED) and at least two years of experience in construction, civil engineering, planning, law enforcement or code-related field. Competency in word processing and spreadsheet applications is required. Excellent organization, written, oral communication and public relation skills are required. A valid driver's license is required. An Associate, Bachelor or other advanced degree is preferred.