

CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

TITLE: Zoning Enforcement Officer

Page 1 of 2

JOB RESPONSIBILITIES: Under direction, administers and enforces the zoning code of the City of Avon; issues zoning related permits
Performs other related duties and citations.
as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Completion of secondary education (high school or GED) plus two (2) years zoning enforcement experience, or equivalent; must be able to qualify for and remain insurable under the City's vehicle insurance policy; proficiency in Microsoft Office, particularly Excel, Outlook and Word.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver's license.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
60-75	1. Interprets and enforces the City of Avon planning and zoning code and all applicable City of Avon codified ordinances; conducts inspections of property and the uses of property in order to ensure compliance with, among other things, the planning and zoning code; identifies the existence of violations and initiates administrative or legal action to address such violations. Issues violation and citations. Attends all court proceedings regarding all violations and/or citations.	1. Knowledge of (1) city planning and zoning code,* (2) geography of the city,* (3) safety practices and procedures, (4) department policies and procedures,* (5) code enforcement procedures; ability to (6) deal with problems involving several variables within familiar context, (7) recognize unusual or threatening conditions and take appropriate action, (8) define problems, collect data, establish facts, and draw valid conclusions, (9) exercise independent judgment and discretion, (10) understand, interpret, and apply laws, rules, or regulations to specific situations, (11) communicate effectively, (12) work alone

TITLE: Zoning Enforcement Officer

Developed by Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

Approval Date _____
{9/8/2021 CLAVNCI 00270757.DOC }

CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer

TITLE: Zoning Enforcement Officer

Page 2 of 2

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
25-35	2. Processes applications and forwards to appropriate department; issues zoning permits and maintains a record of the same; maintains inspection documents and records of variances, amendments, special uses, violations, and any other document required by the planning and zoning code, or any other part of the codified ordinances, as directed and/or in accordance with established practices and procedures (e.g., written record and electronic record created and maintained in applicable software, cloud-based, or similar program); makes all requested written and electronic records available for the use of City Council, the Planning Commission, the Board of Zoning and Building Appeals, all other City departments, and the general public.	1. (continued) on most tasks, (13) handle sensitive inquiries from and contacts with officials and the general public, (14) develop and maintain effective working relationships, (15) travel to and gain access to work sites, (16) perform manual labor for extended periods of time in often adverse conditions, including occasionally lifting, pushing, pulling, or carrying objects weighing up to fifty (50) pounds, (17) physically travel by foot over various types of terrain (e.g., uneven, rugged, hilly, etc.) 2. Knowledge of (1), * (2), (4),* (18) office practices and procedures, (19) records management; skill in (20) computer operation, (21) use of modern office equipment; ability to (6), (8), (9), (10), (11), (12), (13), (14), (22) prepare accurate documentation, (23) maintain records according to established procedures.
0-5	3. Attend all planning, BZA, and any other meetings as required.	3. Knowledge of (1),* (2),* (4),* (5), (11), (13), (14), (15)

TITLE: Zoning Enforcement Officer

Developed by Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

Approval Date _____
{9/8/2021 CLAVNCI 00270757.DOC }