

Village of Granville
JOB DESCRIPTION

ZONING ADMINISTRATOR

Reports To:	Village Planner
Supervision Exercised:	None
Number of Employees in Class:	One
Position Classification:	Full-time

NATURE OF WORK

Under the general supervision of the Village Planner, this position serves as the administrator of the Planning Department and is primarily responsible for administration of the zoning code. Job includes regularly meeting with permit applicants, including members of the public and developers, to discuss zoning regulations, process applications, and offer guidance on the steps needed to complete all necessary building and zoning requirements. Also serves as the coordinator of code enforcement and site inspection items with the Village Zoning Inspector.

ESSENTIAL FUNCTIONS OF ROLE

- Regular (i.e. daily) interactions with the public as gatekeeper of Planning Department including communicating via emails, phone calls, and in-person meetings.
- Serves as master scheduler for entire department; coordinates meetings for Village Planner and Assistant Village Planner; maintains comprehensive schedule for all current projects within the village.
- Assigns, invoices, and collects fees for permits, inspections, engineering, etc. Maintains spreadsheet for tracking purposes. Ensures fees are paid prior to final occupancy permit being released.
- Receives and processes applications for zoning permits; meets with applicants as needed.
- Reviews zoning permit applications with the Planning Department to ensure compliance with the Granville Codified Ordinances.
- Prepares zoning verification letters.
- Prepares for Board of Zoning & Building Appeals monthly meetings (including preparation of agendas, legal notices, public hearing yard sign installation, room setup, slide presentations, etc.)
- Prepares for Planning Commission bimonthly meetings (including preparation of agendas, legal notices, public hearing yard sign installation, room setup, slide presentations, etc.)
- Performs and/or assists the Planning Department in the development of studies, analyses, and recommendations on a variety of planning issues related to the physical, social and economic development of the Village.
- Assists in the creation and maintenance of all planning and zoning records, both electronic and paper, including filing, organizing, and retention.
- Performs other related duties as required or assigned.

QUALIFICATIONS AND SKILLS

Diploma from an accredited college or university with a 4-year or 2-year degree in planning, business management, public administration, or related field; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

- General knowledge of principles and practices of planning and zoning, construction, real estate, and/or development.
- General knowledge of the methods, materials and techniques used in conducting zoning inspections and enforcement.
- Ability to gain understanding of statistical analysis, graphic design, architecture, ArcGIS, building regulations and grant preparation.
- High level of competency with standard office computer software (MS Office, Adobe).
- Ability to interpret laws, ordinances, and regulations.
- Ability to read and interpret maps, charts, drawings and blueprints.
- Ability to build and maintain effective working relationships with residents, co-workers, engineers, property owners and contractors.
- Ability to communicate effectively, both orally and in writing, with a broad audience including residents, developers, and elected and appointed officials.
- Ability to work well in a collaborative team as well as independently.
- Ability to meet specified and required deadlines.
- Ability to maintain confidentiality.
- A strong work ethic, initiative, dependability and a desire to learn a broad spectrum of tasks in a quick-paced environment.

NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid Ohio Driver's License.