

**The Village of New Concord, Ohio is seeking qualified candidates
for the part-time position of Village Zoning Inspector**

New Concord, founded in 1828, is the home of Muskingum University and the childhood home of John and Annie Glenn. Its population is approximately 2,500 and the annual budget, \$4 million. New Concord operates as a statutory village as defined by the Ohio Revised Code (ORC).

Zoning Inspector responsibilities include code compliance and enforcement, processing zoning applications and issuing permits, handling zoning inquiries and complaints, conducting routine property inspections, investigating zoning violations, reviewing site plans, and preparing for and attending meetings of the Planning Commission, Design Review Board and Zoning Board of Appeals. The Zoning Inspector must develop and maintain accurate records including correspondence, certificates and violations. The Zoning Inspector must be well-organized and able to interpret zoning regulations, write reports, and handle zoning correspondence. The person should excel in working with the public, be a strong team player, and have exceptional communication skills.

Knowledge of site planning, zoning interpretation, planning and land use law, current planning/zoning/land use trends, GIS systems, plan and plat reading/interpretation is strongly preferred.

Interested candidates should submit a letter of interest, current resume, the village's [employment application](#) and three professional references no later than Wednesday, July 7, 2021 at 4:00 PM to Mayor Lyle, Village of New Concord, P.O. Box 10, 2 West Main St, New Concord OH 43762 OR to jlyle@newconcord-oh.gov,
SUBJECT: Zoning Inspector.

The Village of New Concord is an Equal Opportunity Employer.