



BUILDING, PLANNING AND ZONING DEPARTMENT MANAGER

POSITION SUMMARY

This full-time (40 hours), exempt, position performs basic and complex professional work under general direction in a typical office setting. The position reports directly to the Director of Administrative Services and is responsible for managing the day-to-day operations of the Building, Planning and Zoning Department.

ESSENTIAL JOB DUTIES

- Distribute, receive, review, process and retain a variety of building, planning and zoning related applications and ancillary documents including plans, drawings, material samples, etc.
- Manage and maintain hard copy filing systems and electronic data bases in accordance with records retention policy.
- Read, interpret and examine basic components of building, planning/zoning plans for the purpose of determining submittal completeness and code compliance.
- Effectively communicate Department codes, policies and procedures and assist residents, contractors, property owners, real estate brokers, appraisers, business owners, developers, etc. with questions, application and plan submittals, organizational/regulatory processes, meeting arrangements, etc.
- Prepare, maintain and disseminate informational brochures, reports, etc. as may be needed to assist customers with understanding Department policies, procedures, code requirements and to share Department and community activity and accomplishments.
- Assist customers with articulating plan/design concepts and compliance options.
- Issue various building and zoning permits. Receive and record permit fees.
- Receive, professionally respond to and resolve complaints, questions, etc.
- Prepare, organize and file monthly and annual reports to the Ohio Board of Building Standards, Evendale Village Council, and other bodies as needed.
- Assist in recruiting, retaining, and growing local businesses in Evendale. Provide material support to business retention and expansion (BR&E) activities.

- Provide administrative support services to Community Improvement Corporation (CIC), Planning Commission (PC) and Board of Zoning Appeals (BZA).
 - Publish meeting schedules and agenda.
 - Prepare and distribute staff reports and meeting packets.
 - Advise PC and BZA during public meetings.
 - Record and distribute meeting minutes.
- Conduct regular code enforcement activities, including community patrols, recording violations, contacting property owners regarding violations, and ensuring compliance with Village codes.
- Maintain and expand the Village's use of desktop and online geographic information systems (GIS) for mapping, data collection, and data reporting.
- Apply for and manage monetary grants that help to expand the capacity of the Village to serve residents and businesses.
- Regularly review and update the Village's adopted planning documents, including the Evendale Comprehensive Master Plan, Evendale Design Guidelines, and the Evendale Safe Routes to School Travel Plan.
- Assist in formulating, implementing, recording and/or evaluating new policies, codes, procedures as may be needed to reflect changes in community needs, legal precedents, etc.
- Coordinate plan reviews and services with other Village Departments (Public Works, Fire, Police) and other external government agencies, public utilities, contractors, vendors, etc. as may be needed.
- Attend and participate in trainings, workshops or seminars as needed.
- Other duties as may be assigned by the Director of Administrative Services.

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of local government services and operations.
- General knowledge of the building trades industry, construction management, real estate and development services.
- Specific knowledge of fundamental building, planning, zoning, land use and code enforcement principles, purposes and services.
- Ability to perform basic and complex mathematical calculations.
- Ability to effectively communicate, orally and in writing, department policies, procedures, code requirements, compliance options, etc.
- Demonstrable ability to build and maintain positive, professional relationships with staff, residents, customers, public officials, local businesses, etc.
- Ability to problem solve and analyze complex planning and zoning scenarios and recommend appropriate compliance options to customers and public officials.
- Strong computer skills. Ability to effectively utilize MS applications (Word, Excel, Outlook, etc.) and department-specific software applications.
- Skilled in performing routine clerical and administrative support functions such as answering phones, proofreading documents for accuracy and completeness, data-entry, file management.
- Ability to uphold the Village's strong culture of customer service and professional integrity.

EXPERIENCE/EDUCATION/TRAINING

5 years' experience required in a government building, planning/zoning, economic development or code enforcement department or 5 years' experience required in a private architectural/engineering,

planning, construction or development firm working with government building, planning/zoning, economic development or code enforcement departments required. AICP, PE, PLA, or architect licensure preferred, but not required.

AND

Bachelor's degree in public administration, geography, urban planning, political science, civil engineering, architecture, landscape architecture, construction management or similar field required.

OR

Equivalent combination of professional experience and/or education required.

PLUS

Obtain International Code Council (ICC) Permit Technician and Zoning Inspector Certifications within 1 year of employment.