

Zoning Specialist

Village of Plain City, Ohio | Full-Time | Entry Level

How to apply: <https://www.plain-city.com/human-resources>

Summary

The Village of Plain City is hiring a Zoning Specialist to serve our vibrant and growing Village in the Central Ohio Region. This is an exciting opportunity for an energetic, working professional to become an integral part of a tight-knit team. This position will support the Village Planner on numerous projects in the works, including a Zoning Code update, an Uptown Master planning process, and a Community Branding Initiative. If you are looking for an innovative, independent, and creative place to work and a family-oriented environment, then the Village of Plain City is the place to be!

Who We Are

Plain City, Ohio elevates community, supports opportunity, and promotes outstanding quality of life, while preserving our unique heritage and character. Home to 4,065 residents, Plain City is a family-oriented community with a “small-town America” vibe. Spanning both Union and Madison counties, Plain City is a quick and easy commute to the state capital of Columbus (30 minutes), to the City of Dublin (15 minutes), and to the City of Marysville (20 minutes). With a growing population and significant opportunity for new development, Plain City is the perfect place to live, work and play!

Essential Duties

Under the direction of the Village Planner, the Zoning Specialist assists in the application and review process zoning permits; communicates with staff and outside consultants, including building inspectors, plan examiners and other city or county agencies regarding permit applications; processes payments for permit issuance; investigates complaints regarding alleged zoning or property maintenance code violations; reviews areas within the jurisdiction to ensure compliance with zoning ordinance, property maintenance code, and related state and/or local regulations; also assists the public and provides support to planning/zoning functions and activities.

Experience Required

Education: High school or equivalent (Required)

License/Certification: State of Ohio Driver's License (Required)

Salary/Benefits

\$20.02 - \$24.52 per hour

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Paid time off

- Retirement plan
- Tuition reimbursement
- Vision insurance