

## **The City of Johnstown, Ohio is accepting applicants for the Zoning Inspector and Property Code Enforcement Official position**

The Zoning Inspector and Code Enforcement Official performs work interpreting and enforcing City Zoning Ordinances and property code enforcement requirements and assuring compliance with approved zoning and development regulations for the Planning and Zoning Department. **This is a Part-Time up to an average of 32 hours a week/Non-Exempt/Classified** position, the wage range is \$18.00 - \$25.00 per hour.

Frequent contacts with associate personnel, general public, general business community, county building codes departments, and other City Departments to obtain and provide information and explain and enforce codes. Work requires the exercise of initiative and independent judgment in interpreting and ensuring compliance with zoning ordinances and regulations.

### **EDUCATION AND EXPERIENCE/QUALIFICATIONS**

High School graduate or equivalent; Ideally some actual inspection work involving interpreting and enforcing compliance to codes and issuing of citations and violations or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities. May be willing to provide some training for the right applicant. Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the City. Must provide own transportation and cell phone.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Practical knowledge of:** zoning regulations and other applicable laws, rules and ordinances, methods of land descriptions, preparation and processing of permit applications.

**Skill in:** safe, efficient use of measuring and inspection aids and tools utilized in performance of zoning inspections, utilizing personal computers and associated applications to include but not limited to word processing, electronic spreadsheets, and permit system database applications

**Ability to:** interpret technical information encountered in the performance of duties, conduct inspections and investigations of zoning violations and prepare detailed and accurate records for use in legal procedures, work independently, and to deal tactfully and diplomatically in adverse situations, make accurate and detailed observations, secure facts, document information, evaluate data, and draw valid conclusions, efficiently organize workload and schedule, translate complex requirements into appropriate layman terms, maintain accurate, up-to-date records, follow written and verbal instructions, communicate effectively verbally and in writing.

Applicants interested in this position may submit a resume to [tmonroe@johnstownohio.org](mailto:tmonroe@johnstownohio.org) or submit written materials (in person or via mail) to the City of Johnstown, 599 S. Main St., Johnstown, OH 43031.