

Village of Mariemont Building Department Zoning Officer

The Village of Mariemont is in need of a Zoning Officer within the Building Department. The position is a permanent part-time position. Pay scale \$20/hour. A minimum of 20 hours per week.

General Summary

Under the supervision of the Mayor, provide a full range of specialized duties involving zoning and building permits and perform zoning reviews of all applications. Provide complete and accurate communications with applicants, citizens, contractors, developers, village officials and employees, and Mariemont Boards and Commissions concerning zoning and building codes and regulations.

Duties may include, but are not limited to:

1. Receive, process, create, and close permits for all building and zoning applications. Communicate with applicants to assure that the proposed projects meet all Mariemont Zoning rules and regulations. Coordinate permit processing with the Building Commissioner and Building Inspector. Collect permit fees. Keep records of all permit activities.
2. Accurate communications with applicants, citizens, contractors, developers, Building Commissioner, Building Inspector, Village employees, Village officials, and other government entities
3. Manage rental unit inspection program in cooperation with the Building Commissioner and Building Inspector. Maintain documentation of the program.
4. Issue public notices of the Architectural Review Board and Planning Commission. Attend their meetings representing the Building Department and interpreting the zoning ordinances.
5. Prepare monthly reports for the Village Council and State of Ohio concerning permits and other activities of the Building Department.
6. Coordinate with all stake holders in resolving complaints and violations of the building and zoning codes. Enforce all zoning regulations including the additional and unique code requirements of the Historic District and other landmark properties. If issues cannot be resolved, initiate formal notification of violation.

Minimum Qualifications:

1. 5+ years of professional work.
2. Excellent communication skills.
3. Excellent organizational skills.
4. Ability to work in a fast-paced environment including ability to multi-task.
5. Proficient in the use of Microsoft Office software.
6. Ability to read plans and architectural drawings for zoning purposes.

Needed skills:

1. Appreciation of the architectural history and charm of Mariemont. Provide input to elected officials, citizens, and citizen groups concerning projects which may negatively impact the architectural character of Mariemont. Understand the additional and unique nature of the zoning requirements of the Historic District and other landmark properties
2. Ability to learn and interpret Mariemont zoning and land use ordinances.
3. Ability to learn and use software specific to the Building Department used in the processing of permits.

Resumes shall be submitted to info@mariemont.org before **October 11, 2021**.