

**CITY OF AVON LAKE  
POSITION DESCRIPTION  
Deputy Zoning and Property Maintenance Coordinator**

Job Title: Deputy Zoning & Property Maintenance Coordinator  
Department: Public Works  
Immediate Supervisor: Zoning Administrator  
Positions supervised: Any Seasonal/Part time positions or special projects personnel  
FLSA Status: Exempt  
Bargaining Unit: None  
Civil Service Status: Unclassified

**JOB RESPONSIBILITIES:**

Incumbent shall work under the guidance of the Zoning Administrator. The incumbent, with the concurrence of the Zoning Administrator shall work closely with the Public Works Director and/or Chief Building Official on matters that involve those jurisdictions. This position shall bridge the inter-workings of the zoning code, building code and public right-of-way regulations by pro-actively assisting residents and business owners in an effort to maintain property values and appearances. Bridging public policy and regulations with public need is a critical part of this position.

This position includes: assisting with land use and zoning studies and the interpretation of such studies; support and assistance to the City of Avon Lake’s Building Inspector, Public Works Director, Mayor and City Council members and any and all boards and commissions that support land use and zoning issues. Incumbent shall perform systematic and complaint driven property inspections – including the preparation of reports, legal orders, code enforcement and other implementation of codified ordinances of the City of Avon Lake or the Building Codes of the State of Ohio.

This position involves a significant amount of travel in and around the City of Avon Lake documenting property maintenance and building code issues with a focus on maintaining property valuation in the community.

Some of the general duties include:

1. Reviews or assists in the review of the development of proposals and site plans for conformance with codes, plans, and regulations; evaluates or assists in the evaluation of re-zonings, ordinance amendments, site plans, variances and other proposals; prepares and presented detailed reports on development proposals to government bodies; conducts field evaluations and assessments; etc.

2. Serves as liaison for the department (i.e., provides professional guidance to various boards and commissions and other committees as determined desirable by the Zoning Director and/or Public Works Director; meets with community groups and other interested parties for purpose of promoting City programs and division objectives, policies; seeks to resolve problems and exchange information with residents, officials, vendors, attends evening/weekend meetings and city events as necessary.
3. Develops planning studies and reports in support of new and updated plans, programs and regulations.
4. Collects and summarized a variety of statistical data and prepares reports and maps on topics such as land use, tax base data, occupancy rates, etc...
5. Assists with the preparation of operating budgets as assigned.
6. Meets all job safety requirements and demonstrates regular and predictable attendance.
7. May support the submission of grants for the City of Avon Lake by gathering and presenting data for development and planning purposes or projects.

Other Duties:

1. All duties as assigned
2. Preparation of regular reports to City Council, Administration and/or general public on zoning changes or criteria for planning purposes.
3. Exercises independent judgement while solving normal day-to-day work problems and/or citizen inquiries; seeks additional supervisor input when necessary.

**QUALIFICATIONS:**

Bachelor’s degree in any of the following: Urban Planning, Public Administration, Civil Engineering or related field; Thorough working knowledge of the State of Ohio basic building codes; City of Avon Lake building codes, zoning and public nuisance codes and ordinances; knowledge of Planning Commission and Board of Zoning Appeals workings. Understanding of legal/court process as it relates to code/zoning enforcement.

In addition to higher education requirements this position requires a proficiency in:

- Computers and programing for office use (Excel, Word, etc...)
- Budget preparation, knowledge of governmental budgeting is a plus
- Safety and OSHA protocols
- Experience with personnel oversight and staffing
- Blueprint reading, CAD drawing, and any other planning software tools

All applicants must pass a background screening, drug test and possess a valid State of Ohio Driver’s License;

Ability to communicate effectively and diplomatically both orally and in written form(s); Ability to tailor communication style(s) to meet the audience including federal, state and local entities; elected officials, community volunteers, potential developers, City staff and general public.

**PHYSICAL REQUIREMENTS:**

Intermediate physical activity including lifting, bending, standing, reaching, etc... working conditions include loud, dusty environments and hazardous chemicals.

**Knowledge of:**

- The City of Avon Lake, departments and policies – including an understanding of the state and local building and zoning codes (both in place, practice and proposed)

- Project management – including building/residential construction terms and processes
- Local geography, demographics, rural and urban regulations and laws governing planning, zoning, and construction
- Public relations, speaking and presentations
- Strong oral and written communication skills

Salary: DOQ – competitive range

Benefits: Comparable to other City of Avon Lake employees, including a comprehensive package of Ohio PERS benefits, sick leave, vacation time, holiday pay, health insurance, dental, vision and life insurance.