
City of Chardon
Job Description

Title - Community Development Project Coordinator

STATUS: Non-Exempt

REPORTS TO: Community Development Administrator

PAY PLAN: Non-Bargaining

PAY GRADE: E

REVISION DATE: June, 2022

PURPOSE OF POSITION:

The purpose of this position is to provide clerical and administrative support to the Community Development Administrator and customer service to members of the public. This position will also manage the enforcement of the City's zoning ordinances by reviewing applications for zoning permits, conducting on-site inspections, investigating violations, maintaining records of nonconforming uses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides routine information and assistance on Community Development programs. Receives and distributes mail, faxes, hand-delivered documents and correspondence. Prepares documents for mailing, expedited delivery or special mail handling.
- Performs a broad range of clerical and administrative support functions, assisting staff and management personnel in the performance of their responsibilities.
- Establishes and maintains good working relationships with counterparts in other City departments and outside contacts to exchange information on administrative and development matters.
- Organizes and maintains all administrative files, records and documents. Tracks office documents. Prepares and ensures proper record disposition. Reviews office procedures and recommends changes to improve efficiency and effectiveness of office operations.
- Assists in the preparation and organization of departmental documents, applications, reports, forms and for review and approval of the Community Development Administrator.
- Provides backup administrative coverage including counter assistance, screening calls and visitors along with referring inquiries to proper department
- Responsible for investigating complaints about zoning violations, issuing violation notices to property owners or agents, negotiating solutions, or recommending legal action for noncompliance with oral and written warnings.
- Advises citizens on City zoning ordinances and matters relating to zoning inspections.
- Responsible for construction inspection of residential, commercial and/or industrial projects to ensure conformance with approved plans and zoning ordinances.
- Occasionally attends Planning Commission and City Council meetings.
- Provides effective and efficient customer service and promotes and maintains responsible community relations.
- Responsible for the implementation and oversight of the property maintenance ordinance.
- Performs other duties as assigned.
- Maintains paper and digital archives of permits and applications.

MINIMUM QUALIFICATIONS:

Must hold a minimum of a high school diploma.

Must have a minimum of three (3) years of experience related to code and zoning enforcement and/or general construction knowledge.

Must have a valid state of Ohio Driver's License or the ability to obtain upon hire.

Any equivalent combination of training and experience will be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of computer-based programs including but not limited to MS Office (Word, Excel, & Outlook) and database entry programs.
- Ability to provide customer service across multiple departments and general public.
- Knowledge of legal provisions and standards applicable to zoning and code enforcement.
- Ability to read and interpret site plans and blueprints.
- Ability to detect and locate ordinance and code violations and to firmly and tactfully enforce codes and regulations.
- Ability to plan, organize, and present oral and written reports effectively.
- Ability to establish and maintain effective working relationships with the development community and the general public.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT:

Work is often in an office setting. However, the employee is subject to outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, paint fumes, moving parts of machinery and extreme weather conditions both hot and cold.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.