

ORDINANCE NO. 2025 - 02

AN ORDINANCE
ESTABLISHING THE POSITION OF ZONING COMMISSIONER,
AND DECLARING AN EMERGENCY

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NEW LONDON, HURON COUNTY, OHIO, AS FOLLOWS:

Section 1. That this Council hereby establishes the Part Time position of "Zoning Commissioner" within the Village of New London; and hereby adopts the Job Description for that position, attached hereto and incorporated herein as if fully rewritten. This Job Description shall be incorporated into the Village's Employee Handbook.

Section. 2. That the annual compensation allowed for the position of Zoning Commissioner shall be as \$10,000.00 and the Village's Employee Handbook is amended to provide for the same. The Rate of Compensation established in this Ordinance shall remain in effect until such time in the future that the Council, in its discretion, may take formal action to amend the same. An individual employee may receive an increase in individual salary beyond that Rate only by approval of Council.

Section 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety, and for the welfare of the citizens of the Village, and for the further reason that it is necessary to that this measure become effective immediately in order to allow for the appointment of a new Zoning Commissioner at the earliest possible time, and that, provided it receives the majority vote of two-thirds or more of those elected to Council, this Ordinance shall therefore take effect and be in force immediately from and after its passage and approval by the Mayor, and otherwise it shall take effect at the earliest period allowed by law.

PASSED: January 13, 2025


MAYOR

ATTEST:


FISCAL OFFICER

JOB TITLE: ZONING COMMISSIONER

JOB RESPONSIBILITIES:

This employee will review site and construction plans, issue zoning permits, conduct field inspections, keep detailed records, answer public inquires, make interpretations of the Zoning Code, and resolve complaints and violations of the codes, including participation in litigation/enforcement proceedings.

The position is a Part-Time position without benefits.

DUTIES:

Essential Duties and Responsibilities:

Acting under the supervision and direction of the Village Administrator, the Zoning Commissioner shall:

1. Become conversant with the provisions of Part 11 and Chapter 1307 of the Codified Ordinances of the Village of New London, including the requirements set forth and the Commissioner's role in their enforcement; and perform the duties set forth therein.
2. Conduct field inspections to verify Zoning / Property Maintenance Compliance / Dangerous or Fire Damaged Structures, and maintain records of those inspections. Inspections may need to be performed on short notice or outside standard business hours.
3. Review applications for permits and assess the fees pertinent thereto.
4. Perform application and plan review for Zoning Compliance.
5. Issue Zoning Permits and Occupancy Permits as provided in the Codified Ordinances.
6. Investigate and determine Zoning / Property Maintenance Code / Dangerous or Fire Damaged Structures violations.
7. Prepare Zoning / Property Maintenance / Dangerous or Fire Damaged Structures violation notices and participate in court enforcement proceedings.
8. Comply with applicable ethics regulations as prescribed by the Ohio Revised Code.

Additional Functions and Duties

1. Establish regular hours of availability to respond to other Village employees or members of the public.
2. Respond to inquiries by the public.
3. Report to the Council regarding official activities.
4. Inform the Zoning Commission of official activities and recommendations for changes in the Codes.
5. Assist public in Zoning and Code Enforcement Issues
6. Attend meetings of the Council, the Zoning Commission, or court hearings as necessary.
7. Maintain all necessary files and records of correspondence.
8. Other duties as assigned by the Village Administrator.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

1. General computer knowledge (keyboard, mouse, Windows software)
2. Database skills
3. Public Relation skills
4. Verbal and written communication skills
5. Ability to deal effectively with difficult situations involving the general public.
6. Thorough understanding of Village Zoning procedures and Zoning Code
7. Strong organizational skills
8. Ability to read and understand construction / site plans, blueprints, and technical materials
9. Able to work independently or as a team with others
10. Ability to make accurate and detailed observations and to document the same

MINIMUM QUALIFICATIONS:

Persons applying for this position should have any combination of the following experience and training: High School Diploma or equivalent, plus experience or education which would demonstrate reasoning skills and the ability to deal with the public and perform the work of the position.

Valid Ohio Drivers License and a driving record acceptable to the Village's insurer at no inflated cost to the Village

This person is routinely required to work out of doors in all types of weather; and may perform limited physical labor in connection with site inspections.