



Village of Hebron

Administration

Job Description

Title: Community Development Assistant

Reports to: Economic-Community Development Director

General Description: The Community Development Assistant provides assistance to the Economic-Community Development Director. The position performs varied clerical duties; maintains files; will include attending meetings; issues permits; assists in the reception area as required for Community Development/Zoning issues; and does related work as required in the Community Development/Zoning/property maintenance of the Village of Hebron

Job Functions:

A. Zoning Administration

- Must become thoroughly familiar with the Village of Hebron's zoning ordinance and appropriate forms.
- Accepts and reviews various zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the application.
- Issues the appropriate permits when all provisions of the Ordinance are in compliance and maintains a complete file of permits issued. Notifies applicant, in writing, if the proposed use is not in compliance with the ordinance standards, and assists with an appropriate administrative procedure necessary to attain compliance.
- Provides information and assistance to the Economic Community Development Director on routine planning-related matters regarding zoning, code enforcement.
- Assists and/or conducts onsite code enforcement/zoning inspections and re-inspections.
- Provides support Code Enforcement for Zoning and Property Maintenance. Public Notices, letters, and ads; violation notices; schedules for inspections, and complaint coordination.
- Researches and reviews building and development projects for plan completeness and ordinance compliance as assigned. Coordinates project review with other Village departments or outside entities as assigned.
- Conducts research regarding property ownership, current and past permits and applications.
- Composes, types, files, scans, and edits a variety of correspondence, reports, and other material requiring judgement to content, accuracy, and completeness.

- May attend Planning Commission and/or Council meetings in the absence of the Economic Community Development Director
- Assist in assembling and distributing agendas and reports.
- Performs various administrative and clerical functions.
- Does related work as required and/or assigned

Education and/or Training:

Minimum High School graduate or equivalent. Two years' experience, or any satisfactory combination of education and experience which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

Knowledge Of:

General office practices and procedures; principles and practices of planning and zoning; and methods, materials and techniques used in conducting zoning inspections. Ability to research and interpret land use, zoning, planning and construction related codes. Ability to communicate technical information to non-technical audiences and provide quality customer service. Microsoft Word, Excel, and Powerpoint.

Pre-employment Requirements:

Applicants must be at least 18 years of age. Must successfully complete and pass a background check and pre-employment drug screening. Must possess a valid Ohio Drivers License and meet insurance qualifications. Applicant must have regular and punctual attendance.

Physical Requirements/Work Conditions

Work is performed within a climate-controlled office environment. Some travel to outside locations being subject to weather and/or driving conditions.

The Village of Hebron is an equal opportunity employer