

## HAYES TOWNSHIP

### JOB DESCRIPTION

**TITLE:** Ordinance Officer (O.O.) / Zoning Administrator

**LIAISON:** Township Supervisor

**OVERVIEW:** The Hayes Township Board shall designate a person(s) to administer all Ordinances adopted by Hayes Township. The Board may determine that it is necessary to designate an Assistant to the O.O. If the Board determines that an Assistant to the O.O. is appropriate the O.O. will be the immediate supervisor of the Assistant. The O.O., and any Assistant, must administer all Ordinances precisely as they are written. There is no authority to deviate from the provisions of the Ordinances, nor to modify the requirements.

**QUALIFICATIONS:** The Ordinance Officer and Assistant shall have:

1. Interpersonal communication and educational skills that allow for the people of Hayes Township to understand and comply with the spirit, intent, and written statements of all Ordinances.
2. Ability and desire to become familiar with the enforcement process.
3. Ability to communicate by telephone and typewritten letter, using English language skills correctly.
4. Ability to maintain consistent posted office hours.

**JOB DESCRIPTION:** The Ordinance Officer shall:

1. Attend all meetings called by the Board of Trustees, Planning Commission and Zoning Board of Appeals.
2. Administer the Ordinances, as provided for, uniformly and without prejudice.
3. Will respond to all reports of alleged violations within seven (7) days of receipt.
  - A. Investigation will be in person, on site, and whenever possible, with the person responsible for the violation.
  - B. Written confirmation of the meeting / inspection will be made. It will contain a typewritten summary of the verbal communication and a deadline for the correction of any violation found. All written communication will have a copy sent to:

1. Person with the alleged violation
2. Liaison, who will forward a copy to the Township Board via the Clerk
3. The person reporting the alleged violation shall be notified in writing within seven (7) days that the alleged violation is being addressed.
4. Assist citizens in determining what forms and procedures apply to proposed requests and land use changes.
5. Assist citizens in the proper completion of required permit application forms.
6. Review and investigate permit applications to determine compliance within provisions of Ordinances. Visit site to verify all setbacks and take photograph(s) to attach to permit application.
7. Issue the appropriate permit when all provisions of the Ordinance are in compliance. If the use is not in compliance with the Ordinance, the applicant is to be notified and assisted with an appropriate alternative procedure, if the applicant so chooses.
8. Ensure that land uses within the township are in compliance with all ordinances.
9. Inspect new sites within thirty (30) days of the start of any construction, or use, to ensure compliance with whatever permit has been issued. A final inspection shall be made and documented by photograph(s) or videotape. This inspection shall include completed structure(s) and surrounding landscape.
10. Devise a clear and concise method to report status of each activity and violation to the Liaison and Planning Commission. This report will be provided to the Liaison at least seven (7) days prior to the monthly Board of Trustees meeting.
11. Identify and monitor nonconforming uses.
12. Investigate alleged violations of the ordinances and enforce corrective measures when required.
13. Defend decisions of office before the Zoning Board of Appeals.
14. Carry out directives of the Board of Trustees, Planning Commission and Zoning Board of Appeals.
15. Keep the zoning map, text, and office records up to date by recording all amendments and retaining all official zoning documents. Current ordinances will be kept available for distribution to the public.

