

**VILLAGE OF PAYNE  
ZONING INSPECTOR  
JOB DESCRIPTION**

**STATEMENT OF DUTIES:**

The Zoning Inspector is responsible for comprehending and enforcing the Zoning Ordinance Book and Maps. Completing forms such as an Application for Permits, Variance Forms, Appeals Forms, Violation Forms, and maintaining Records. The Zoning Inspector is also responsible for periodic inspection of properties within the village and fulfilling the duties of the Zoning Inspector as set forth by Section 402 of Ordinance 2007-8.

**SUPERVISION RECEIVED:**

Works in collaboration with the Mayor, Zoning Clerk, and Village Council. Is appointed by the Mayor and may be provided with the assistance of such other persons as the Mayor shall direct.

**DUTIES AND RESPONSIBILITIES:**

Note: This list is intended only to illustrate the various types of work that may be performed. Omission of specific statements does not exclude them from the position.

The Village Zoning Inspector shall perform the following:

1. Read and comprehend the Zoning Ordinance Book and Maps.
2. Attend quarterly Zoning Meetings and a minimum of 1 Village Council Meeting per month.
3. Upon finding that any of the provisions of the ordinance are being violated, the Zoning Inspector shall notify in writing the person responsible for such violations, ordering the action necessary to correct such violation.
4. Order discontinuance of illegal uses of land, buildings, or structures;
5. Order removal of illegal buildings or structures or illegal additional or structural alterations;
6. Order discontinuance of any illegal work being done;
7. Take any other action authorized by this ordinance to ensure compliance with or to prevent violations of the Village Zoning Ordinance (2007-8) This may include the

issuance of, and action on, zoning and certificate of occupancy permits and such similar administrative duties as are permissible under the law.

8. Measure property of new homes to determine if front, back, and side setbacks, as well as height are within the allowed limits designated in the Zoning Ordinance. This also pertains to new garages or accessory structures built;
9. Submit all paperwork and forms to the Zoning Secretary in a timely manner as to allow all paperwork to be filed to appropriate parties in the time frame allotted.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Have a valid State driver's license.
2. Must be able to read and Comprehend the Zoning Ordinance Book and Maps and make informed decisions.
3. Must attend Zoning meetings and a minimum of one Village Council meeting per month.
4. Must be knowledgeable of buildings and flood plains.
5. Must be able to complete forms such as Application for permits, Variance forms, Appeal forms, Violation forms and maintain records.
6. Must have knowledge of Fee Schedule and see that all fees are paid to the Zoning Clerk.
7. Must be capable of reviewing all development permits according to the requirements of this Zoning Ordinance, to assure that all necessary permits have been received from those Federal, State or Local Government Agencies from which prior approval is required. To determine if the proposed development is within the designated floodway specs according to the Flood Map and provisions met within Ordinance 2007-8.

### **WORK ENVIRONMENT:**

Exposure to the following conditions may range from remote to frequent based on a variety of factors and changing circumstances.

1. Work cooperatively with others.
2. Duties may require work during the evening and/or weekend.

3. Work under stress to meet schedules and deadlines.
4. Duties will require operation of a vehicle.
5. Interaction with agitated or upset individuals.
6. Work effectively, professionally, and ethically at all times.

This is a summary of the job and may not list all possible duties that may be associated with the position.