

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b>CLASSIFICATION TITLE:</b> Zoning Enforcement Officer	<b>CLASS NUMBER:</b> 40301	<b>FLSA:</b> Non-Exempt
<b>AGENCY/DIVISION:</b> Department of Economic Development & Planning	<b>JOB TYPE:</b> Full Time, Classified	<b>PROBATION PERIOD:</b> 120
<b>BARGAINING UNIT:</b> AFSCME	<b>PAY GRADE:</b> A10	<b>POSITION CONTROL #:</b> Varies
<b>POSITION LOCATION:</b> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<b>TYPICAL WORK SCHEDULE:</b> Monday – Friday 8:00 AM – 5:00 PM	<b>SUPERVISOR (PCN):</b> Planning Administrator (050006)
<b>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Zoning Enforcement Officer classification is to enforce the zoning code as outlined in the Franklin County Zoning Resolution and to represent Franklin County in Environmental Court.

**JOB DUTIES:**

Investigate public complaints involving zoning code violations. Access various sources of information and records. Responsible for field verification, researching zoning issues (e.g., County Zoning Resolution, Board of Zoning Appeals files, GIS records, and Auditor’s website), and preparing letters for property owners in violation. Document complaints, investigations, case progress, and case resolution using county’s online tracking system and interface with county prosecutors.

Answer zoning questions. Assist in processing applications for annexations, variances, conditional uses, zoning compliances, rezoning requests and building permits work with the county Geographic Information System (GIS) and property records maps. Respond to inquiries from the general public regarding zoning codes and regulations.

Maintain records on cases that are referred to the office pertaining to zoning and court cases. Represent the agency in Franklin County Environmental Court as a prosecution witness and prepare reports or correspondence required by the supervisor. Attend internal and external zoning meetings. Assist township police officers with zoning related matters. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; agency policy and procedures. Skill in equipment operation. Ability to carry out detailed but basic written or oral instructions; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; understand manuals and verbal instructions, technical in nature; maintain accurate records; answer routine telephone inquiries from public; handle sensitive inquiries from contacts with officials and general public; demonstrate physical fitness.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Associate’s degree with coursework emphasis in Business or related field and three (3) years of code enforcement experience.

**Additional Requirements**

Must maintain a valid Ohio driver’s license.

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

May be required to wear personal protective equipment (PPE) to perform position.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date