

Zoning Administrator
City of Highland Heights

The City of Highland Heights, Kentucky is accepting applications for the full-time position of Zoning Administrator. The Zoning Administrator performs administrative and advanced professionally planning work in interpreting and enforcing the city's zoning, property maintenance, land-use, and development ordinances. A full description of the duties and responsibilities for this position are attached to this notice.

The ideal candidate will have experience in zoning administration and code enforcement in local government and possess excellent attention to detail, time management, customer service, and communication skills.

The salary range for this position is \$35,000 - \$65,000

Salary commensurate with experience and qualifications. Excellent benefit package. Interested individuals should submit a cover letter and resume to: City of Highland Heights; ATTN: Michael Giffen, City Administrator; 176 Johns Hill Road Highland Heights, KY 41076 or at mgiffen@hhky.com no later than **June 10, 2022 at 3:30PM**.

The City of Highland Heights is an Equal Opportunity Employer.

City of Highland Heights

Zoning Administrator Job Functions and Duties

General Purpose

Under the supervision of the City Administrator, the Zoning Administrator performs administrative and advanced professional planning work in interpreting and enforcing the zoning ordinances and related property maintenance, land use, and development ordinances. Through knowledge of the philosophies, principals, practices, and techniques of zoning as they pertain to findings and zoning activities; thorough knowledge of the various codes and regulations pertaining to property maintenance, land use and zoning; ability to present the results of field inspections and research effectively verbally and in written form.

Essential Duties and Responsibilities

Planning and Zoning

- Review applications and plans submitted for any action regulated by the city ordinances. Meet and correspond with developers on new projects and confirm the plans are in compliance prior to the review of the planning commission meetings.
- Respond to observed or reported complaints of violation of the ordinances and issue notices, letters, citations to achieve compliance.
- Review and approve Zoning Permits for accessory structures, fences, pools, etc.
- Attend City Council, Planning Commission, Board of Adjustments and provide a written report.
- Work with the City Administrator, City Planner and City Attorney on updates of the Comprehensive Plan, Zoning and Subdivision regulations and other sections of the City Ordinance as necessary.
- Review and approve zoning permits for 1 & 2 family houses, additions, accessory structures, pools, decks, etc.
- Observe residential and commercial work being completed and ensure proper zoning approval has been met and is still within compliance.

Property Maintenance

- Enforce the Property Maintenance Code to ensure property upkeep remains in check within the city limits.
- Respond to observed or reported complaints of violation of the ordinances and issue notices, letters, citations to achieve compliance.
- Attend Code Enforcement Meetings and Provide a written report and the minutes.
- Work with the City Administrator and City Attorney on updates to ordinances and strategy to address property maintenance violations.
- Routinely, observe conditions of the city and coordinate efforts with the Public Works and Police Departments as necessary to resolve issues.