

**CITY OF CONNEAUT**  
**An Equal Opportunity Employer**  
**Position Description**

**Housing/Zoning Manager**

This position works under the direction of the City Manager, oversees the administrative functions and the day to day operations of the Housing and Zoning Office. Maintains files for various Housing and Zoning code enforcement cases. Interprets and administers codes and City ordinances. Answers incoming calls and takes inspection requests and answers questions pertaining to inspections and city ordinances. Ability to attend evening meetings as required.

**Responsibilities and Duties:**

Prepares and oversees investigations and inspections of properties for violations;

Prepares and issues notices of non-compliance cases for legal action; maintains zoning files and assists Law Department in providing evidence for cases cited into court for non-compliance and testifies at court hearings.

Proven experience in managing multiple projects in a fast-paced environment with strong prioritization and organizational skills.

Collaborate with County departments including: Community Services & Planning, Auditor, Records Office, and The Land Bank.

Oversees and performs code enforcement (inspections) for housing complaints and property maintenance complaints.

Provides general assistance to the public on topics such as zoning and setback inquiries, requests for zoning permits demolition, logging, and land use questions.

Primary administrator to the Zoning Board of Appeals and the Planning Commission; provides the agenda, minutes, communication and testimony and makes recommendations on behalf of the City.

Establish and maintain cooperative and effective working relationships with city departments, community agencies, builders, developers, and the general public.

Oversees and performs zoning and demolition enforcement activities. Reviews permit applications to determine compliance with the City's Zoning Code, approves, inspects and issues zoning permits, assists residents and/or contractors through the process of seeking variances if required. Provides staff support to the Zoning Board of Appeals.

Works with other City departments in the event that code complaints fall outside the jurisdiction of the department. Provides staff support to the City's International Property Maintenance Board of Appeals.

Reviews Community Reinvestment Area (CRA) requests and provides copies to the Conneaut Area City School System and the Ashtabula County Auditor. Also prepares the annual reports for commercial and residential CRA's and submits documents to the Ohio Department of Development.

**Qualifications and Skills:**

Ability to write correspondence, memos, and other documentation. Ability to effectively present information in written and oral format to individuals and small or large groups.

Ability to deal tactfully and courteously with the public and maintain composure in difficult and/or stressful situations.

Ability to work cooperatively in a team environment.

Excellent computer skills, including experience in software applications including Microsoft Word, Excel, PowerPoint and GIS.

Work independently with minimum supervision.

**Minimum Qualifications:**

Previous work experience at a local municipality is preferred but not required.

High School Diploma or GED

Bondable

Performs other duties as assigned.

Must possess a valid Ohio driver's license with a good driving record.

Resume may be sent to:

City of Conneaut  
294 Main Street  
Conneaut, OH 44030  
Attn: City Manager

Or electronically to:

[conneautcityhall@conneautoh.org](mailto:conneautcityhall@conneautoh.org)