

CITY OF BRECKSVILLE

Job Description

Job Title: Planning and Zoning Coordinator
Department: Building
Reports To: Chief Building Official
FLSA Status: Exempt
Approved Date: October 2012
Revised: August 2024

JOB SUMMARY

The position is responsible for preparing, Planning Commission and Board of Zoning Appeals applications, as well as coordinating all planning and zoning activities for the City Building Department, Planning Commission and Board of Zoning Appeals as it may apply. The work is performed under the direction of the Chief Building Official and the Mayor/Safety Director.

CLASS CHARACTERISTICS

This is a full-time position. Personal communication, document preparation, with independent judgement and initiative are required to insure enforcement of Federal, State, and City building and zoning codes.

ESSENTIAL FUNCTIONS

Inspects applications for signs and sign code compliance.

Properly records all legal documents.

Coordinates review of plans and applications with the City Engineer, Fire Department, Police Department, Service Department and other boards, agencies or consultants.

Reviews all applications for actions of the Planning Commission and Board of Zoning Appeals for conformity to the Planning and Zoning Code, Master Plan and completeness of all required information and prepares synopsis of proposals for members.

Consults with Law Director on discrepancies, deficiencies, questionable or problem areas in the Planning & Zoning Code and makes recommendations for changes.

Prepares explanation, as necessary, on applications for action to the Planning Commission and Board of Zoning Appeals.

Informs applicant of Planning Commission and Board of Zoning Appeals decisions.

Prepares and distributes legal notices for the Planning Commission and Board of Zoning Appeals public hearings.

Prepares agendas and packets for Planning Commission and Board of Zoning Appeals.

Maintains a permanent file of all requests and the respective administrative and legislative proceedings, reports, and commitments by the development or developer pertaining to the applications and the expiration of their approvals.

Attends meetings of City officials, developers, planners, Planning Commission and Board of Zoning Appeals and the public as necessary.

Meets with and answers questions from the public and/or developers regarding the Planning & Zoning Code.

Advises applicant of additional information required and/or action taken by the Planning Commission, Board of Zoning Appeals or City Council including contingencies or conditions, restrictions, time limits, expiration dates of further action to be taken by the applicant.

Computes Planning Commission and Board of Zoning Appeals fees.

Is responsible for calculation of Profession Review Fees and approving payments being made and balance being refunded from the Profession Review Fees deposit.

Other duties as assigned by the Chief Building Official and the Mayor/Safety Director.

KNOWLEDGE, SKILLS, AND ABILITIES

Previous experience and a background in municipal planning and zoning are recommended. Thorough knowledge of the City of Brecksville Planning Ordinances and Zoning Ordinances and ability to present and explain the City Building and Zoning Code in a professional and detailed manner.

PHYSICAL DEMANDS

Must be able to lift and carry up to 25 pounds and to pull, push, or drag up to 50 pounds of materials and supplies. The Planning and Zoning Coordinator is required to run, walk, climb, kneel, squat, stoop, bend, and sit while inspecting construction sites. Some physical exertion may be required for prolonged periods of time. Must be able to work in confined spaces. Must use eyes, ears, nose, hands and fingers to perform assigned duties and responsibilities. This position requires the employee to have 20/20 vision with or without corrective lenses due to detail required in work; entails some exposure to heights; mechanical, electrical, and chemical hazards; fumes; odors; dust; and toxic waste hazards.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Employee generally works 80% indoors and 20% outdoors. The work environment indoors is usually in a temperature-controlled office. While performing the duties of this job outdoors, the employee occasionally works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including, but not limited to outdoor construction equipment.

EDUCATION AND EXPERIENCE

Completion of a high school diploma or G.E.D equivalent. It is recommended and it will be advantageous to the applicant if they have a degree from an accredited university or college consistent with planning and zoning duties and responsibilities. Previous experience as a Planning and Zoning Coordinator is recommended.

MISCELLANEOUS

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.