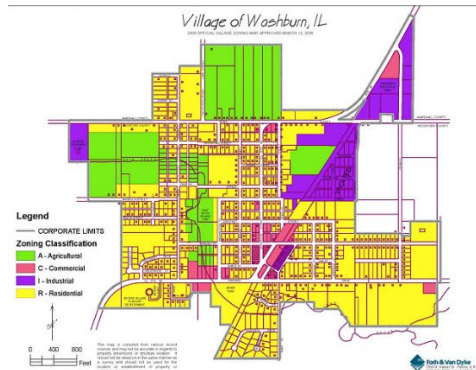


**Wanted!!**

## Washburn Zoning Officer



The Village of Washburn is in need of a Zoning Officer. This is a part time position requiring a few hours of your time a week. The individual must be able to work with business and homeowners, interpret zoning ordinance, be able to read maps, assure compliance, and issue permits. The Zoning Officer would be expected to attend the monthly Village Board meetings and report on actions taken during the previous month. The Zoning Officer calls together, and leads the Zoning Board of Appeals should requests for variances be made. We ask that the individual live within the village limits.

**See details below!**

Interested? Please contact Mayor Steve Forney by e-mail at [steveforney@villageofwashburn.com](mailto:steveforney@villageofwashburn.com)

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### Job Description:

The Zoning Officer is appointed by the Mayor, approved by the Village Board, and is designated to enforce Village Zoning Ordinance.

**This is a part time salaried position requiring, on the average, five hours of time a week. Compensation is \$500/month. Employment is at the discretion of the Board and is on a month-to-month basis.**

In general, the individual must be able to work with business and homeowners, interpret zoning ordinance, be able to read maps, assure compliance, and issue permits. The Zoning Officer would be expected to attend the monthly Village Board meetings and report on actions taken during the previous month. The Zoning Officer calls together, and leads the Zoning Board of Appeals should requests for variances be made. It's desired that the Zoning Officer reside within the village limits.

### Typical duties

The listed examples may not include all duties performed by the person in this position. Duties may vary from time to time and are at the discretion of the Mayor and Village Board:

The Zoning Officer shall receive applications for permits to construct, alter, use or occupy any building or land and shall issue such permits to applicants having complied with the provisions of Village Zoning

Ordinance. In no case shall a permit be granted by the Zoning Officer for the construction, alteration and use of any building or land that would be in violation of said Ordinance.

Monitors for and receives requests, complaints and information from the public as well as elected officials and conducts investigations of potential code violations.

Conducts related field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; if necessary, shall order, in writing, the remedying of any conditions or the cessation of any construction. Note: Escalation through citation are to be prepared by the Zoning Officer, but will be delivered by Woodford County Sheriff's Deputy.

Conduct follow-up to assure permit conformance and/or violation resolution is met.

Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs where appropriate.

Attend meetings and serve as a resource to other Village departments and the general public, to interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.

May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.

Maintains satisfactory relations with the public, presenting a neat, pleasant appearance in dealing with residents and others.

Other duties as assigned.

Written March 11, 2021