

**51683 – BUILDING, PLANNING, AND ZONING COORDINATOR  
CITY OF PARMA  
015 – BUILDING DEPARTMENT**

**JOB SUMMARY**

The **Building, Planning, and Zoning Coordinator** (Coordinator) performs professional, administrative, and supervisory work in directing the Planning and Zoning duties of the Building Department as well as other associated permit process requirements. Work involves directing the professional/technical and clerical staff engaged in comprehensive planning, plat and plans review, zoning determinations, zoning permit review, zoning enforcement, and building permitting. The Coordinator is responsible for ensuring plans comply with applicable laws and regulations, researches land use and zoning laws, and proposes changes to laws and regulations. The Coordinator serves as technical advisor to the Board of Zoning Appeals, Board of Building Appeals, Planning Commission, and Historic Preservation Commission. The Coordinator must exercise tact and firmness in dealing with the general public, citizens, developers, contractors, and public officials. Reports to the Building Commissioner.

**WORK ACTIVITIES**

Duties

- Review and analyze planning, building, zoning, land-use, and zoning compliance applications and provide analysis and prepare reports for review and other consideration
- Provide leadership and direction to staff, colleagues and other stakeholders regarding building, planning, zoning, and land-use issues.
- Advise elected officials, developers, contractors, and citizens on zoning and land-use regulations
- Represent the municipality and communicate its planning processes to the public and local groups
- Respond to inquiries from staff and other stakeholders related to zoning, land-use regulations, general plans and other related municipal initiatives
- Collaborate with Administration, City Council, other Municipal Departments, Regional, County, State and Federal agencies in the coordination of zoning and planning initiatives.
- Plan and conduct public meetings related to zoning, land-use and other planning-related matters
- Review, modify, develop and implement municipal zoning regulations and land-use plans
- Interprets and applies City, State, and County codes, comprehensive plan, ordinances, standards, and regulations pertaining to zoning, land use, subdivisions, and site development; research regulations as needed; initiates actions necessary to correct deviations or violations.
- Plans, organizes and directs the activities of professional, technical, and clerical personnel engaged in the plan review process, comprehensive planning activities, and permitting; ensures enforcement of Ordinances and all applicable zoning provisions and design standards.



- Oversees the preparation of advertisements and mailing of certified notices; arranges meetings with applicants and prepares reports.
- Prepares supplemental packages, review hearing files, attends meetings related to Boards and Commissions.
- Evaluates rezoning and special use applications and makes recommendations.
- Assists in the development of Building Department policy.
- Provides information and technical assistance to applicants, land developers, engineers, or others regarding the development review and comprehensive planning issues, applications, deficiencies, procedures, documentation, fees, or other issues; responds to questions or complaints, analyzes problems, and initiates resolution.
- Maintains a comprehensive, current knowledge of applicable codes, regulations, and standards; reviews new codes and changes to existing codes; maintains an awareness of new methods, materials, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends seminars, conferences, and training sessions as appropriate and approved by administration.
- Oversees procurement and management of consultants for special projects.
- Facilitates in the updating and maintenance of the City zoning maps.
- Participates in interviews and assists in makes hiring decisions for the Building Department
- Performs other related duties as required.

### **TOOLS AND EQUIPMENT USED**

- General Office Equipment (i.e., Calculator, Computer, Copy Machine, Fax Machine, Telephone, Cell Phone, Tablet, etc.)
- Camera
- Scale, Tape Measure
- City vehicle

### **JOB CONTEXT**

The **Building, Planning, and Zoning Coordinator** works a 35-hour week from 8:30a.m. until 4:30p.m. Monday through Friday, which includes one (1) unpaid hour for lunch. The incumbent must attend Boards and Commission hearings which occur outside the 8:30 to 4:30pm hours. Flextime may be used in the week(s) containing said hearings upon approval by the Commissioner. This position is full-time with benefits and operates 12 months a year. Regular and consistent on-site attendance is an essential job function. The **Building, Planning, and Zoning Coordinator** works within a temperature-controlled environment. The incumbent will operate office equipment which requires continuous and repetitive arm, hand, and eye movement. The environment has the potential to be crowded and noisy with a lot of interaction with the public. This position has the potential for having a high level of stress due to dealing with the public, particularly during construction season. Some duties of the incumbent are of a confidential nature due to the prosecution of violation notices and maintaining the confidences of the Building Commissioner.

## **JOB QUALIFICATIONS**

### **Upon hire, a Building, Planning, and Zoning Coordinator must have:**

- Undergraduate degree in Planning, Urban Studies, Public Administration, Public Policy, Architecture, Engineering, or a closely related field, OR (6) six years of related experience in planning and zoning
- American Institute of Certified Planners (AICP) certification and at least two years of experience in planning and zoning administration OR eight years of experience in planning and zoning administration.
- The ability to maintain the Zoning Maps.
- The ability to navigate and comprehend the local planning and zoning codes.
- The ability to read and interpret plans and specifications.
- The ability to operate computers, navigate the internet, use general office equipment, including software such as, but not limited to Microsoft Office Suite, Excel, and the Building Department record management system and other programs.
- The ability to establish and maintain good working relationships with the public, local business owners, contractors, and City officials.
- Excellent communication skills and a professional temperament.
- The ability to conduct themselves in a professional, courteous, impartial, responsive, and cooperative manner.
- Must have a valid Ohio driver's license and insurable driving record.

### **After hire, a Building, Planning, and Zoning Coordinator must have:**

- A thorough knowledge of Building Department procedures
- A thorough understanding of the City's zoning map, Planning and Zoning Codes and a familiarity with all other Codified Ordinances
- Knowledge of the City of Parma history or geography
- Proficiency in the use of the aforementioned office equipment and software

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The salary range for the position of **Building, Planning, and Zoning Coordinator** is \$70,000.00 - \$90,000.00 based on experience. The City of Parma is an equal opportunity employer. The new hire probationary period is one year. To apply for this position, please complete an electronic application online using the link provided below. Please use a desktop or lap-top computer to apply. Do not use a cell phone or tablet. You will be prompted to create a user profile prior to submitting your application. A resume is required. The application deadline is 4:00pm on \_\_\_\_\_.

<https://parma.cloud9.innoprise.com/citizenaccess/>

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