



City of Loveland Job Description

Name:

Pay Range Number: 1

Civil Service Status: Classified

Employment Status: Part-time

FLSA Status: Non-Exempt

Pay:

Class Title: Building and Zoning Clerk

Dept./Div: Building and Zoning Department

Reports To: Building and Zoning Coordinator

Supervises: N/A

QUALIFICATIONS: (An example of acceptable qualifications)

High school diploma or equivalent; at least one (1) year of experience in office practices and procedures or equivalent training; some knowledge of building and zoning practices and procedures or building industry preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None

MINIMUM ACCEPTABLE CHARACTERISTICS: (* Indicates developed after employment)

Knowledge of: department policies and procedures*; applicable building and zoning codes for the City of Loveland*; public relations; office practices and procedures; records management.

Skill in: typing; word processing and use of other Microsoft Office programs; computer operation; switchboard or telephone console operation; use of modern office equipment; data entry and spreadsheet/database management.

Ability to: carry out detailed but basic written or oral instructions; review and apply codes and rules at basic level to applications or inquiries, with assistance of Building and Zoning Coordinator and others as needed; determine material and equipment needs; complete routine forms; prepare correspondence and reports; respond to inquiries from public and officials; communicate effectively; maintain records according to established procedures; answer inquiries via telephone, in-person, or e-mail; develop and maintain effective working relationships with co-workers, supervisors, and customers.

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

1. Position provides primary clerical and administrative support for the Building and Zoning Coordinator, Chief Building Official, commercial plans examiner, and the Building and Zoning Department as needed.
2. Under the supervision and direction of the Building and Zoning Coordinator and City Manager, assists in the application process and the collection of fees for building, zoning, and water permits; distributes

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Date Adopted:

Date Revised:

plans for review by staff and plans examiners, and then processes payments for permit issuance; coordinates and schedules building inspections; communicates with county offices and outside consultants, including building inspectors, plans examiners, the Inspection Bureau, Inc., the Hamilton County Plumbing Department, and the Metropolitan Sewer District regarding permit applications.

3. One of the primary point for customer service in the department, including greeting and assisting customers at the permit counter; answers and screens phone calls; provides general information and routes call to appropriate person; keeps departmental records; prepares reports and other information as needed; and orders supplies and equipment for office and field.
4. Provide information required for Planning and Zoning Commission and Board of Zoning Appeals review process; assists in packet and preparation for these meetings; may attend meetings as required; assists in transcription of minutes and maintains appropriate case lists and records.
5. Creates, updates, and maintains permits files, office forms, handouts, and computer databases as required.
6. Coordinates and manages special projects as directed by Building and Zoning Coordinator or City Manager.
7. Meets all job safety requirements and all applicable state OSHA safety standards that pertain to essential functions.
8. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

9. Cross-trained to provide assistance with Customer Service or other areas of City operations as needed.
10. Performs other duties as required or assigned by Building and Zoning Coordinator or City Manager.

EQUIPMENT OPERATED: (The following are examples only and are not intended to be all inclusive)

Computer, telephone, copier, fax machine, postage meter, calculator.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

The Building and Zoning Clerk works primarily in a sedentary, office setting, though occasionally traveling to meetings or building sites may expose the employee to inclement weather conditions or extreme heat or cold. Employee must be able to move boxes of documents, place documents in vertical files, and handle large building plans. Employee must be able to see and greet customers, communicate verbally and in writing with customers and other City employees, and be able to work with customers at the customer service window.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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Date Adopted:

Date Revised: