Job Description
Clinton County, Ohio

Job Title:	Department Manager	**Date:** November 13, 2026
Department:	Building and Zoning	
Position Reports to:	Board of County Commissioners	
Classification:	Unclassified	
Exempt or Nonexempt:	FSLA Exempt	
Type:	Full Time Position	

Job Summary: Leads and manages Building Zoning services as a working manager. Serves in a consultative role to educate citizens and businesses. Interprets and enforces county building and zoning codes, sewer and county flood regulations.

Collaborates and responds to businesses, property owners, builders. Works closely with Regional Planning, Prosecutor's Office, Health Department and the Engineer's Office. Maintains a positive working relationship with third party contracted services.

Position Responsibilities:

1. Ensures blighted properties are improved and resolved, tracking and reporting progress to the Board of Commissioners.
2. Inspects properties for ordinance violations. Assists citizens to gain voluntary compliance on property violations when possible. Assists townships and law enforcement in resolving zoning matters. Assists in residential building inspections to ensure compliance.
3. Enforces County zoning code. Responds and resolves complaints. Identifies and responds to complaints regarding blighted properties. Inspects properties for non-compliance. Uses sound judgment and conflict management skills to work with property owners to encourage voluntary compliance when possible.
4. Sends letters to property owners. Maintains zoning violation records. Works with law enforcement and Prosecutor's Office to pursue corrective action when needed. Requests assistance from the Sheriff's Office to ensure safety when visiting properties as needed. Attends hearings, provides testimony.
5. Identifies or responds to complaints regarding sewer system. Works with property owners to encourage voluntary compliance, works with Prosecutor's Office to pursue compliance as necessary. Works closely with sewer operator and other offices as needed.
6. Provides leadership to office by ensuring a high level of customer service, coaching, mentoring and supervising staff and ensuring a timely workflow and timely response to all customers. Reviews and approves time off requests and adherence to various personnel policies.
7. Ensures timely deposit of funds and timely reporting and payments to the State of Ohio.
8. Prepares and submits budget and monitors departmental budget and expenditures.
9. Drafts policies and procedures.
10. Maintains and updates zoning maps.
11. Assists the public and/or co-workers with maps and code interpretation.
12. Represents the office at various meetings including but not limited to Rural Zoning Commission, Board of Zoning Appeals. Advises Board of Zoning Appeals, County Rural Zoning Commission, County Board of Commissioners of code requirements and violations on appeals and zoning change requests.
13. Reviews subdivision proposals, site plan applications, zoning change requests, zoning appeals requests. Participates in planning of major projects, developments and reviews preliminary, final and total project plans.

14. Makes on-site inspections of new buildings and alterations to buildings under construction and upon completion or ensures that contracted third party is meeting timeliness and customer service standards for inspections.
15. Facilitates discussions with architects, engineers, contractors, developers and owners on major projects to prevent issues and to problem solve.
16. Prepares various documents for Rural Zoning Commission and Board of Zoning Appeal meetings. Ensures meeting minutes are recorded, typed and maintained according to the records retention schedule.
17. Represents the county in a professional and positive manner.
18. Demonstrates a regular and predictable attendance.
19. Provides a high level of customer service for the office by ensuring the office provides a timely response and follow-up to all inquiries and complaints. Works closely with various county offices to ensure a seamless and responsive experience for customers.

Job Requirements/Qualifications:

Must have sound judgment, professionalism, conflict resolution skills. Strong communication skills both verbal and written. Prior supervisory or leadership experience required. Must be able to define problems, collect data, establish facts and draw valid conclusions. Must be able to prepare clear and accurate documentation. Must be able to provide accurate testimony.

Prior construction/building experience including familiarity with building codes or equivalent experience required; 5 years preferred. Five years of legal or zoning or equivalent experience strongly preferred. Prior office experience strongly preferred. Knowledge of or the ability to learn building codes, zoning regulations, inspection techniques required. Familiarity with the applicable sections of the Ohio Revised Code preferred. Relevant certifications preferred.

Physical and Other Requirements:

Work performed is partially in the office under typical office conditions with minimal physical effort expended. Moderate physical effort is required in making inspections. May be required to stand for long periods of time, walk over uneven terrain in inclement weather. Must be able to access all levels at a construction site. Required to climb, stoop, kneel, reach, crouch or crawl when conducting field work. Must be able to drive to all areas within the county and occasionally outside of the county.

Ability to read and to understand site plans, survey plats and construction drawings, as well as other types of maps and development plans.

Must be able to attend evening meetings with various commissions, boards and committees and to occasionally respond to an after-hours need.

Operates standard office equipment, smart phone, tablet, computer and telephone. Must be able to use basic office software such as Word, Excel and departmental software. Uses hand tools when conducting field work. Operates automobile/truck. Must have valid driver's license and must carry county-required levels of personal auto insurance coverage. Is required to carry a cell phone and respond to urgent matters during working hours and after hours.

Resume with cover letter and salary requirements may be sent to HumanResources@clintoncountyohio.us.

This job description is not to be all inclusive and may be changed at any time with or without notice. It is not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by immediate supervisor, department head, elected official.

Clinton County is an Equal Opportunity Employer.