

Assistant Zoning Inspector/Code Enforcement – Liberty Township, Trumbull County Ohio

The Assistant Zoning Inspector/Code Enforcement Officer enforces the Township Zoning Resolution and Maintenance Code by reviewing applications for zoning permits and construction documents, conducting field inspections, maintaining detailed records, answering public inquiries, and resolving complaints concerning zoning, nuisance, or property maintenance concerns.

This is a full-time position (40 hours per week) with pay based on experience and an excellent benefits package.

Knowledge/Skills Required: general computer knowledge including Microsoft Excel and Microsoft Word; proficient typing skills; ability to prepare written reports and present information in a clear and concise manner; establish and maintain effective working relationships with other employees and the public; and to understand and apply the Township Zoning Resolution and Property Maintenance Code.

Minimum Qualifications: The employee must possess and maintain a valid driver's license and must be insurable under the Township's vehicle insurance policy; a high school diploma with preference for a degree or certificate in planning, construction, development, or related fields; experience with planning, building plan or site review, or zoning and/or building code enforcement. Must pass a background check and drug test.

An application may be obtained on libertytwp.com web page or in person at 1315 Churchill Hubbard Road, Youngstown Ohio 44505. Return application and a resume by July 31, 2024, to:

Liberty Township Administration
Attn: James Rodway
1315 Churchill Hubbard Road
Youngstown Ohio 44505

Liberty Township is an Equal Opportunity Employer