

## **PART TIME ZONING INSPECTOR**

The City of Chardon is accepting applications for a Part Time Zoning Inspector position. The job offers flexible daytime hours with a maximum of 29 hours per week. Candidate must have exceptional customer service skills. Duties include answering incoming calls and providing answers to questions regarding city zoning ordinances, issuing zoning permits, investigating complaints about zoning violations and issuing violation notices, and providing administrative support to Community Development Administrator.

A high school diploma and basic computer skills are required. Experience related to code and zoning enforcement and/or general construction knowledge is a plus but is not required. Must have a valid state of Ohio Driver's License or the ability to obtain upon hire. The current salary range for this position is \$14.20 to \$18.12 per hour.

Application and a full job description can be found online at [www.chardon.cc/employment](http://www.chardon.cc/employment) or at the City of Chardon Human Resources office located at 111 Water St., Chardon, OH 44024. To be considered for the position, you must submit a completed employment application to Heidi Delaney, Deputy HR/Finance Director at the above address or email to: [hdelaney@chardon.cc](mailto:hdelaney@chardon.cc). This position will remain open until filled.

The City of Chardon is an equal opportunity employer.