**CITY OF ROBINSON**

**ZONING ADMINISTRATOR/ORDINANCE OFFICER/**

**COMMUNITY DEVELOPMENT LIASION**

**JOB DESCRIPTION**

**ZONING ADMINISTRATOR**

* Review all zoning applications and address all requests that can be handled by the Zoning Administrator per City Ordinance.
* Forward any necessary zoning variance requests to the zoning committee and/or Planning Commission.
* Set up meetings of the Planning Commission. If a variance is requested, send out notifications to property owners affected.
* Present information to zoning committee, Planning Commission, and City Council.
* Provide monitoring of residences and businesses for violations and/or concerns.
* Complete follow up. Provide information to City Attorney should a case require legal assistance.
* Complete a sight check before a zoning permit is issued to ensure compliance. Perform sight checks during the project. Follow up to ensure project is completed as specified.
* Educate the public on zoning topics for the City of Robinson.
* Review J.U.L.I.E calls to ensure zoning compliance.

**ORDINANCE OFFICER**

* Meet with the Chief of Police or his designees as needed to review and investigate property-based ordinance violations.
* Meet with violators to explain violation and attempt to gain resolution to the problem without further action.
* Document each ordinance issue and complete investigation.
* Present all information to the City Attorney should the issue require legal proceedings.
* Forward all information to the City of Robinson Park Department for follow up on tall grass complaints. Document all mowing or other jobs that the City completes. Forward all information to the City Attorney for possible liens or court action.
* Proactively seek problem properties pertaining to City ordinances.
* When dealing with Ordinances, all issues will be documented per the Chief of Police’s request.

**COMMUNITY DEVELOPMENT LIASION**

* Provide the point of contact for potential business growth.
* Work with the Community Development Committee, CCDA, and the Robinson Area Chamber of Commerce to promote existing jobs and help with job creation and/or job retention.
* Stay in touch with the business community through day-to-day contact.
* Explore potential annexation projects.
* Report to the Mayor and City Council on a regular basis.
* Administer the City’s TIF grant application process.
* Refer potential condemnation and/or dilapidated housing to the Building Redevelopment Committee.