The Village of LaGrange is accepting applications and resumes for the part time Zoning/Utility position. Successful applicant must be able to be bonded. Applications are available at the LaGrange Municipal Building, 301 Liberty Street, LaGrange, Ohio, 44050. Please send or drop off completed applications & resumes to the same address. Deadline for receiving applications and resumes will be Friday, January 27, 2023.

Zoning Duties:

Candidate must have good oral and written skills for communication. Must have organized filing skills. Must be willing to work 20 to 30 hours a week, with a shifting schedule. Candidate must know the basics of Microsoft Windows, Office, Word, and Excel. Should know basic commands and programming for Excel. Use of the internet, e-mail, fax, and scanning is also a prerequisite.

Candidate must have knowledge of Zoning ordinances or be able to learn Village of LaGrange Zoning Ordinances and interpret and apply them when reviewing applications for property alterations and uses. Must be able to learn to use multiple software packages to process and print zoning permits. Must be able to read, or be willing to learn, architectural drawings. When necessary, the candidate will work with the Village Administrator to inspect properties for zoning compliance.

The candidate will interact with the Building Department Coordinator for new constructions and building related applications.

The candidate will prepare an agenda and attend all Planning Commission meetings and act as secretary, taking minutes, for the Zoning Board of Appeals as well. This includes all tasks in preparation for ZBA public hearings as well as taking minutes for the public hearings.

Utility Duties:

Candidate must have good oral and written skills for communication. Must have great customer service skills. Must have organized filing skills. Must know the basics of Windows, Office, Word, and Excel. Use of the internet, e-mail, fax, and scanning is also a prerequisite. The candidate must be able to learn to use multiple software packages to process water billing items and Mayor’s Court items.

Candidate must be able to accept and process payments, move ins, move outs, new contracts, deposits, payment plans, close out water accounts, fill out bank deposits, run meter reads, print bills, balance systems at the end of the month.

Candidate must be willing to run the water billing system on a regular basis to cover vacations, days off, and when full time clerk is assisting with other Village duties.

The candidate must be able to work alone or alongside other employees and complete tasks in a timely manner and on schedule with billing needs.

The candidate must be a multitasker and be able to adequately split time between the two departments.

The candidate must be able to make good judgment calls on the spot.