

**CITY OF SOUTH LEBANON, OHIO
ORDINANCE NO. 2026-07**

**AN ORDINANCE CREATING THE POSITION OF ZONING MANAGER,
ESTABLISHING COMPENSATION, AND DESIGNATING COMPENSATION, AND**

WHEREAS, the City staff has reviewed the current positions within the City and is recommending the creation of a new position; and,

WHEREAS, the City Personnel Committee met on April 16, 2026, and have recommended creating the Zoning Manager position as attached; and,

WHEREAS, on April 28, 2023, the Civil Service Commission for the City of South Lebanon adopted the Rules and Regulations of the Commission; and

WHEREAS, per Section 5.02 (12) of the Civil Service Rules and Regulations, Council may designate a position as unclassified and therefore not subject to the Civil Service Rules and Regulations; and

WHEREAS, the City Personnel Committee are recommending the Zoning Manager position be designated as unclassified; and

WHEREAS, allocation of pay shall be established for all City positions and reflective of an employees' job description and duties and responsibilities; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of South Lebanon, at least a majority of all members elected thereto concurring:

Section 1. That the unclassified position of Zoning Manager is hereby created.

Section 2. That the compensation pay range for said position shall be equal to Pay Grade 6 as set forth in the City of South Lebanon Compensation Plan.

Section 3. That compensation for said position shall be designated solely from the General Fund.

Section 4. The recitals contained in the Whereas clauses set forth above are incorporated by reference herein.

Section 5. All formal actions of the City Council regarding this Ordinance were adopted in an open meeting of City Council in compliance with all legal requirements, including, but not limited to, Section 121.22 of the Ohio Revised Code.

Ordinance 2026-07 Zoning Manager

Adopted this 23rd day of April, 2026.

Linda S. Burke
Linda S. Burke, Mayor

Attest: Petrina D. Williams
Petrina D. Williams, Director of Finance

Rules Suspended: — (if applicable)

First Reading: 4/16/26

Second Reading: 4/23/26

Vote: 5 Yeas
- Nays

Effective Date: 5/23/26

Prepared by and approved as to form:

Chase T. Kirby
Chase T. Kirby
Law Director
City of South Lebanon, Ohio

CITY OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title:	Zoning Manager		
Employment Status:	Full-time	Dept./Division:	Administration
FSLA Status:	Non-Exempt	Reports To:	City Administrator
Pay Grade:	Level 6	Classification:	Unclassified

JOB RESPONSIBILITIES:

Under general supervision, the Zoning Manager is responsible for the administration and enforcement of the City's Zoning Code. Duties include interpreting and enforcing zoning codes, supporting the Planning Commission and Board of Zoning Appeals [BZA], and is responsible for the effective operative zoning and code enforcement functions within the city.

QUALIFICATIONS:

Bachelor Degree in Planning, Public Administration, or related field and/or a minimum of two [2] years of equivalent experience in municipal planning, zoning, or public administration, or an equivalent combination of education, training, and experience.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

1. Review preliminary and site plans for conformance to South Lebanon's Zoning Code and respond to inquiries regarding regulation and compliance issues such as setbacks, lot size, required parking spaces, sign requirements, pools, fences, accessory structures, etc. Review and issue all Zoning and Right-Of-Way Permits. Assist with drafting and review of the City Zoning Map and any new legislation and/or amendments to the Zoning Code. Prepare and/or present documents on behalf of the city to the Planning Commission and BZA.
2. Maintain accurate records of complaints, violations, rechecks, remediations, abatements and dispositions, and ensure adherence to the adopted records retention schedule.
3. Manages, directs, and supervises the daily activities of staff (Code Enforcement Officer); assigns work schedules; approves and maintains employees' leave and attendance.
4. Maintains required licensures and certifications.
5. Attends meetings and serves on committees, as required; attends various meetings, seminars, and workshops. May be required to testify at court hearings. Participate in annual budget preparations.
6. Serve as Flood Plain Administrator for the City.
7. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

Date Adopted: _____

Date Revised: _____

Developed by:

Clemans, Nelson & Associates, Inc.

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Position Title:	Zoning Manager
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Page 2 of 3

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must hold a valid Ohio driver's license and remain insurable under the City's vehicle insurance policy; Zoning Inspector Certification either current or acquired within twelve (12) months of hire through the International Code Council.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: *City and Department goals and objectives; *City and Department policies and procedures; Ohio Basic Building Code; *planning and zoning inspection techniques; urban planning; code enforcement procedures; government structure and process; *City planning and zoning laws and/or regulations; office practices and procedures; public relations; English grammar and spelling; records management; employee training and development; personnel administration; workplace safety; supervisory principles and practices; office management; public administration; business administration; local geographical area.

Skill in: transcription; typing; data entry; word processing; computer operation; calculator operation; use of other modern office equipment; computer programs (e.g., Microsoft Office applications); motor vehicle operation; interpreting and applying zoning code provisions, processing application in a timely manner, maintaining records, and reviewing site plans and conditional use and rezoning applications.

Ability to: Interpret a variety on instructions in written, oral, picture, or schedule form; move quickly and effectively from one task to another; interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action, which may include employment of de-escalation techniques; apply management principles to solve problems; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; calculate fractions, decimals, and percentages; prepare maps, charts, graphs, or plans; compile and prepare reports and documentations; write instructions and specifications; prepare and deliver presentations; exercise independent judgment and discretion; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; handle sensitive inquiries from contacts with officials and general public; answer routine telephone inquiries; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite.

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Calculator, computer, fax machine, copier, scanner, shredder, audio transcription device, printer, telephone, postage machine, and other standard modern business office equipment; motor vehicle.

Date Adopted: _____
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Position Title:	Zoning Manager	Page 3 of 3
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INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

POSITIONS DIRECTLY SUPERVISED:

Code Enforcement Officer

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)

(Appointing Authority Signature)

(Date)

Date Adopted: _____
Date Revised: _____

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