



## Village of Mariemont

6907 Wooster Pike  
Mariemont, Ohio 45227  
(513) 271-3246  
[www.mariemont.org](http://www.mariemont.org)

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**Zoning and Building Administrator / Officer:** Responsible for enforcing the village zoning ordinance, reviewing building and zoning applications, issuing permits, and investigating property violations. Act as the primary contact for residents, businesses, or their agents, providing guidance on land use. Work closely with the Planning Commission, Architectural Review Board, and Village Council.

**Compensation:** This is a part-time role, estimated to be 15-20 hrs/wk. Pay range of \$20-25/hr based on experience. Part-time employees are enrolled in Ohio Public Employees Retirement System (OPERS). Ideal availability to start by May 25, 2026, latest start date of Sept 1, 2026.

**Key Role Responsibilities / Functions:**

- Enforcing Zoning Code: Regular inspections of the Village for compliance to building and zoning codes, including property maintenance standards.
- Review / process all permit applications: Gateway for all building and zoning applications. Respond to emails and follow thru from application receipt thru completion of the project.
- Administration: Issue all permits, collect fees, and maintain records in property folders. Facilitate agendas for the Planning Commission for property variances and Architectural Review Board for Certificates of Appropriateness for work done within the historical district.
- Coordinate with External Plans Examination and Inspection Contractors: Work collaborative with XPEX to insure timely review of building permit applications and coordination of in-progress inspections. Maintain accurate billing and cost tracking of expenditures of XPEX.
- Administrator for the Rental Inspections Program: Coordinate all aspects of the village-wide rental inspection program. Issue rental certificates, coordinate inspections, and insure compliance to our Rental Property Ordinance.
- CRA Housing Officer: Responsible for annual assessment of residential abated properties and processing all new applications. Coordinate with Hamilton County Auditors Office.

**Skill/Knowledge Requirements:**

- **Zoning Code Familiarity:** Experience and knowledge of zoning and building codes
- **Technical Skills:** Ability to read and interpret site plans, maps, and building blueprints
- **Communication:** Excellent verbal and written communication skills, often handling sensitive enforcement situations or disputes.
- **Computer Technology:** Proficiency with Microsoft Office software and email to maintain records and communication with residents, businesses, and their agents.

**Interested?:**

- Contact Rod Holloway at [rholloway@mariemont.org](mailto:rholloway@mariemont.org) for additional details