

## PLANNER/ZONING ADMINISTRATOR JOB DESCRIPTION

### NATURE OF WORK

Works with the Township Board, Planning Commission, Zoning Board of Appeals, Ordinance Enforcement and Township Staff, under the supervision of the Township Superintendent, to implement the planning vision for the community. Supports a creative planning environment focused on implementing the vision of Texas Township while performing daily municipal planning activities. Performs technical, administrative, and research tasks related to planning and zoning issues including assisting with the Planning Commission and Zoning Board of Appeals meetings. Oversees and performs site plan reviews and reviews developmental plans to ensure compliance.

### ESSENTIAL JOB FUNCTIONS

An employee in this position may be called upon to perform any or all of the following essential functions. These functions include but are not limited to all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

#### Planner/Zoning Administrator

1. Works with Township Officials to implement the Township's vision as outlined in the Master Plan and Zoning Ordinance.
2. Coordinates the site plan review process, prepares reports, attends and serves as staff liaison to the Planning Commission and Zoning Board of Appeals meetings.
3. Oversees the administration of zoning regulations, including review of sign permits or other administrative approvals. Answers public questions and reviews development plans.
4. Coordinates planning functions with contractors, engineers and other stakeholders – both internal and external to ensure compliance with, among other things, the Master Plan and Zoning Ordinance.
5. Assists with reviewing topographical and site location plans, zoning amendments, special exception use permits, and subdivision (plats) and site condominium projects. The primary function is to ensure compliance with Township requirements.
6. Researches and drafts reports, ordinances, grants and correspondence pertaining to planning and zoning issues. Gathers and assembles necessary data in support of Township's vision as outlined in the Master Plan.
7. Administers inspections of developments for compliance with approved site plans as part of the certification of occupancy process.
8. Performs on-site investigations of properties as they relate to zoning, planning and property development.
9. Assist in preparing and implementing the master plan, zoning changes, citizen's petitions, and related land use proposals.
10. Explains, interprets and provides guidance regarding all applicable planning and zoning issues to architects, engineers, contractors, developers, property owners, the public and Township officials. Provides assistance, responds to requests, and resolves complaints.
11. Prepares meeting agendas, maps, charts, graphs, and various technical and compliance reports, and attends meetings as requested and assigned.

12. Supervises the Township Ordinance Enforcement Officer as it relates to the interpretation and enforcement of the Zoning Ordinance.
13. Works in conjunction with Township Ordinance Enforcement Officer to investigate citizen complaints and various ordinance violations and issues warning letters as needed.
14. Maintains cooperative relationships with peer agencies and other governmental units to coordinate the planning and zoning functions. Keeps abreast of professional developments in the fields of planning and zoning and attends conferences, workshops, and seminars as appropriate.
15. Provide specialized planning services as requested. (I.e. Parks and Trails, DDA, Community Development).
16. Must complete the Michigan Zoning Administrator Certificate Program within twelve months from the date of hire.
17. Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting accommodations.

- A Bachelor's or Master's Degree in urban planning, geography, public administration, economic development, or a related field.
- Five years' experience in land use planning or a related field with a preference for some urban design experience.
- Must have completed or willing to complete the Michigan Zoning Administrator Certificate Program within twelve months from the date of hire.
- Knowledge of municipal and local government operations as they relate to the development and growth in local municipalities, and general understanding of municipal operations as a whole.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with builders, architects, planners, property owners, the public and professional contracts, and Township officials.
- Ability to critically assess situations, solve problems, and work effectively within deadlines, and changes in work priorities.
- Must be able to efficiently manage time and organize records.
- Must be able to deal positively and effectively with a wide range of citizens and problems in a non-confrontational manner.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Thorough knowledge of local, state and federal laws and other regulations governing land use and zoning.
- Thorough knowledge of the practices of plan review and site inspection.
- Skill in compiling and evaluating complex planning, land-use, and zoning code guidelines for assimilation into GIS development and application.
- Skill in interpreting and applying planning and zoning guidelines and ordinances.
- Skill in compiling and evaluating complex planning, land-use, and zoning code guidelines and formulating policy, standards, and service recommendations.
- Skill in reviewing and interpreting topographic maps, site plans, blueprints, specifications and complex construction drawings.
- Possess a Valid Michigan Driver's License



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The above statements are intended to describe the general nature and level of work for performance of this position. They are not to be construed as an exhaustive list of all job duties, responsibilities, or requirements for the position.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is regularly required to talk, hear and view and create documents. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee works in a business office setting and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office, and may become moderate to potentially loud in field situations.