

ASSISTANT PLANNER/ZONING ADMINISTRATOR

Basic Function: To provide professional planning services, operational backup, and support within the Community Development Department related to the Township Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, Property Maintenance and Housing Code, Planning Commission, Zoning Board of Appeals, and Building and Zoning permits. Perform related work as required.

Supervision Received: Work is performed under the direction and supervision of the Community Development Director and in cooperation with the Building Official and the Fire Chief.

Supervision Exercised: This employee may exercise supervision over the Housing Inspection Program and subordinate employees or other designated personnel.

Responsibilities and Duties: An employee in this position may be called upon to do any or all of the following:

1. Administer, maintain, coordinate and enforce the Township Comprehensive Plan, Property Maintenance and Housing Code, Zoning Ordinance and all other Township codes.
 - a. Assist with the management of an inspection program for rental housing as allowed within the Property Maintenance and Housing Code and conduct onsite inspections as needed.
 - b. Assist with the review of site plans and consult with developers and appropriate reviewing agencies to ensure quality and compliance with policies, regulations, ordinances and recognized planning standards.
 - c. Collect data, conduct analysis and studies, prepare reports, make recommendations and otherwise facilitate planning and related activities of the Planning Commission, Zoning Board of Appeals, and Board of Trustees.
 - d. Receive and process applications as directed by the Community Development Director to the Planning Commission and the Zoning Board of Appeals, prepare case files and publication notices to property owners as necessary; make recommendations based on professional planning principles and input from other reviewing agencies.
 - e. Receive and respond to planning and zoning questions from appraisers, developers, realtors and other members of the community and general public, including FOIA requests.
 - f. Document and maintain records of special uses, variances, land divisions, plats, planned use developments, and other related Planning Commission and Zoning Board of Appeals actions.
 - g. Catalog various information, including signs, nonconforming uses, etc.
 - h. Provide professional analysis and input to the Planning Commission, Zoning Board of Appeals, Board of Trustees, Manager, developers, property owners, and others in various planning and zoning matters; may represent the Township regarding legal action involving zoning ordinance violations.
 - i. Prepare reports and studies as requested by the Community Development Director, Manager, Board of Trustees, Planning Commission or Zoning Board of Appeals.
 - j. Assist with use of geographical information systems (GIS) relative to planning and zoning matters.
 - k. Attend meetings as needed or requested by the Community Development Director.

2. Supervise the recording of minutes for Planning Commission and Zoning Board of Appeals meetings and revise and edit those minutes prior to circulation for approval. Record such minutes on an as needed basis.
3. Provide operational backup and support for the Community Development Department.
 - a. Prepare and maintain permits, records and files.
 - b. Assist builders, contractors, developers, property owners, citizens and others with questions, complaints, permits, etc.
 - c. Provide backup and support to department operations and staff.
4. Perform related work as required.

Desirable Qualifications for Employment: An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience.

1. Verbal communication skills to deal effectively with developers, contractors, attorneys, realtors, citizens, and others who may occasionally be frustrated with or lack knowledge of planning regulations and ordinances; strong writing skills to prepare reports, recommendations, site plan reviews, memorandums and various other reports and communications.
2. Knowledge of local zoning ordinances, local government planning regulations, policies and procedures.
3. Ability to plan, organize, schedule, supervise and complete work assignments on a timely basis in an environment where interruptions may occur.
4. Ability to analyze, comprehend, interpret and process detailed information and data, including submittals consisting of site plans, grading plans, utility plans, landscape plans, architectural floor plans, and architectural elevations.
5. Knowledge of current office practices and procedures, business English and grammar; ability to write legibly; ability to accurately prepare, maintain and file records and reports.
6. Functional knowledge of Microsoft Windows software and BS&A Equalizer Permit System; requires sitting for computer and other desk work for extended periods of time; occasionally requires lifting office supplies and office equipment weighing a minimum of 20 pounds to waist high level.
7. A valid Michigan driver's license is required to meet travel requirements.
8. Required training includes a bachelor's degree with a major in Urban or Regional Planning or equivalent in a related field. Professional designation as a Community Planner or membership in the American Institute of Community Planners is desirable. 3-5 years of relevant experience is desirable.