

ZONING ADMINISTRATOR

Job Description

General Supervision:

Under the direction and supervision of the South Branch Township Board of Zoning, the Administrator administers the Zoning Ordinance, as written, without authority to deviate from the Ordinance.

Essential Functions and Responsibilities:

A. Zoning Administration

1. Must become thoroughly familiar with the zoning ordinance and appropriate form.
2. Responsible for the overall administration and enforcement of the Zoning Ordinance.
3. Accepts and reviews zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the application.
4. Issues the appropriate land-use permit when all provisions of the Ordinance are in compliance and maintains a complete file of permits issued. Notifies applicant, in writing, if the proposed use is not in compliance with ordinance standards, and assists with an appropriate alternative administrative remedies necessary to attain compliance.
5. Performs inspection duties to ensure land use changes are in compliance with the Zoning Ordinance. The use of check lists and instruction lists is required.
6. Identifies, inventories, and monitors nonconforming uses.
7. Attends Planning Commission (Zoning Board) meetings, as needed, to report on zoning issues and advise on issues related to zoning administration. Evening meetings can be expected.
8. Review, inspect, and approve all property splits (land divisions, platted subdivision splits and combinations, and properties exempt from land division).
9. Conducts technical reviews, site inspections, and makes staff reports to the Planning Commission and Zoning Board of Appeals on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances, and appeals.
10. Ability to write with clarity, to carry basic communications with permit applicants, related government agencies and other offices as necessary.

B. Zoning Enforcement

1. Investigates alleged violations of the Ordinance and advises landowners/applicants of necessary corrective measures. Keeps an inventory of said violations, including dated photographs and/or other evidence.
2. Presents case facts and explains decisions of the Zoning Administrator's office before the Board of Appeals.
3. Attends meetings and follows the directives of the Zoning Board of Appeals, usually at evening meetings.
4. Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms; and may propose solutions to any problem encountered in administering the Zoning Ordinance.
5. Coordinates the enforcement of the zoning ordinance with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.

C. Office Administration

1. Submits, at least monthly, (1) transmittal of zoning permit fees collected, (2) cash, and (3) checks to the treasurer.
2. Submits one copy of the zoning permit applications to the tax assessor in a timely manner.
3. Administers and follows procedures and policies established for the office.
4. Distributes zoning ordinances to Planning Commission Member, Zoning Board of Appeals, and to the public.
5. Keeps the zoning map, text, and office records up-to-date by recording all amendments and retaining all official documents; and makes copies of the zoning ordinance available to the public.
6. Works with the appropriate staff or offices (such as but not limited to, Township Clerk, Planning Commission, Board of Appeals, secretary) to prepare, publish, post, send and/or deliver public notices and/or meetings and hearings.
7. Turns in written report (each month or frequent) to the legislative body, which itemizes mileage and expenses and hours worked.
8. Turns in written (annual, or more frequent) reports which includes: permit issues/denials, appeals, request for amendments, request for variances, and other pertinent zoning administration information.

9. Attends meetings of the legislative body, as necessary, usually evening meetings.

D. Public Relations, Assistance, Personal Development

1. Ability to work and communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy.
2. Assists the general public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Directs the individual(s) to the proper agency/agencies for other needed permits.
3. Ability to address various service groups and work with the media concerning zoning issues within the municipality.
4. Attends professional schools, seminars, and/or conferences as needed to stay up-to-date on laws, zoning trends, and other information pertinent to zoning.
5. Be accessible to the public with established hours at the Township Hall.

E. Other

1. Performs other duties as may be specified by the Zoning Ordinance.
2. Accepts other responsibilities as may be directed by the (Planning Commission, Zoning Board, legislative body, Supervisor) as applicable.

Employment Qualifications

1. Education

- A. An employee in this class, upon appointment, should have the equivalent of the following training and experience:
 - 1. Graduation from an accredited high school or GED equivalent with drafting and/or site plan and blueprint reading skills.
 - 2. A deductive, logical system of thought common in reading and interpreting legal documents.
 - 3. An ability to read legal descriptions and similar pertinent documents to zoning administration.
 - 4. Optionally, an associate's or higher degree in planning, geography, economics, or a related field.
- B. Some basic computer skills and knowledge in use of word processing, data base, and computer operating systems.

2. Experience:

- A. Prefer individuals who have working knowledge of zoning law or past experience as a zoning administrator.

3. Necessary Knowledge, Skills, and Abilities:

- A. Ability to work and communicate with other elected and appointed officials and the public with appropriate etiquette and diplomacy (written and oral).
- B. Telephone etiquette and skills.
- C. Ability to speak before groups and organizations.
- D. Knowledge of construction and construction terms as appropriate to zoning reviews.
- E. Ability to pay close attention to details.
- F. Must possess good organizational skills.

1. Prioritize and schedule work load appropriately.
2. Be able to work independently with little supervision.
3. Meet deadlines.

G. Must have current, valid Michigan vehicle operator's license and provide own transportation.

H. Physical Requirements:

1. Sitting at a desk to operate computers, review applications and site plans, and meet with public.
2. Prolonged walking over uneven terrain, on stairs, hand grip to pull one's self over obstacles in order to conduct site inspections, perform site inspections, specific studies, and evaluations.
3. Periodic bending, stooping, and kneeling to move items weighing up to 60 pounds from the floor/ground to overhead to obtain stored records, books, files, move objects in the field and to operate various field equipment (soil auger, shovel, tape measure, etc.).
4. Operating a vehicle (including at night) to attend various meetings, site inspections, and other functions.

4. Working Conditions/Environmental Factors

- A. Work inside in office conditions some of the time.
- B. Work outside some/most of the time, despite weather conditions, and exposure to environmental allergens (grasses, weeds, pollens, trees) due to little flexibility for scheduling.
- C. Regularly travel to locations throughout municipality.
- D. Subject to irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible.
- E. Subject to work related calls after hours.

5. Selection Guidelines

- A. Formal application, rating of education and experience, oral interview, and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The hours of work and compensation shall be set by the Township Board and reviewed yearly.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Upon termination of contract/employment, the zoning administrator will, within seven (7) days, return to employing government unit all material associated with the zoning administrator position. Materials include: all records, unused forms, maps, filing cabinets, manuals, telephone answering machines, cameras, and other materials purchased/belonging to the local governmental unit.

The zoning administrator is an employee of the government, appointed by the legislative body. He is responsible to the legislative body. The Township Supervisor, however, shall be considered his immediate supervisor. The zoning administrator is also subject to the rulings, policies, and contracts of the governing body, as they affect all the employees of the government.