

Roscommon Township, Michigan

Zoning Administrator

Job Description

NATURE OF WORK

This position serves as the primary point of contact for citizens and businesses seeking zoning and planning related information within the Township. Position is responsible for the intake of various zoning and development application; review of zoning and development applications prior to issuance of construction permits to determine compliance with zoning regulation; consults with professionals, property owners, and contractor to achieve compliance with zoning regulations, assist applicants with the development approval process; including site plan, special land use, and variance applications; issues zoning permits; works with the Ordinance Enforcement Officer to investigate and enforce alleged violations of local zoning ordinances and property maintenance codes; provides technical and administrative support to the Planner. This position reports to the Township Board.

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.

- Reviews building and zoning permits to ensure compliance with Township policy, codes, and regulations.
- Assists applicants with the development review and approval process, including site plan, special land use, and variance applications.
- Regularly works with the public to answer inquiries in person, by phone, and via electronic communication and interprets meaning of code requirements for the public to achieve compliance with zoning regulations.
- Conducts site visits related to zoning and development related applications.
- Assists the Ordinance Enforcement Officer (OEO) with enforcement of the Township's zoning ordinances and property maintenance codes.
- Assists in preparing meeting agendas and supporting reports for the Planning Commission, and the Zoning Board of Appeals.
- Participates in the collective review, inspection, and approval of all lot combinations, divisions, and property line adjustments.
- Prepares reports for zoning ordinance amendments, variances and appeals, and site plan and special land use reviews, in collaboration with various stakeholders.
- Attends Planning Commission meetings and Zoning Board of Appeals meetings as needed, which will require attendance at evening meetings.

- Manages escrow accounts for all planning projects, including monthly reconciliation, invoicing, and processing refunds as needed.
- Provides support in the preparation, submittal, and record keeping of public notices.
- Makes recommendations for revisions of ordinances pertaining to current planning topics and/or recurring issues and creates required notices associated with the revision of ordinances.
- Frequently accesses GIS maps and data and other online records and prepares routing maps using GIS data.
- Compiles activity and departmental reports.
- Researches and compiles information on a variety of planning and development issues.

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.

Education and Experience:

Completion of the Zoning Administrator Certificate Program through Michigan State University is preferred; ability to complete prerequisites and obtain certification within one year of employment is encouraged. Experience using BS&A and familiarity with GIS is preferred.

Licenses:

Must possess and maintain a valid Michigan driver's license and a satisfactory driving record.

Knowledge of: (Desired at entry)

- Codes and ordinances pertaining to planning, zoning, building, and property maintenance.
- Philosophies, principles, and practices of zoning, land use planning, development, and construction.
- Technical mathematics and measurement through algebra and geometry.
- Standard report writing practices.
- Computer applications related to the work.
- Standard practices of records management, storage, and retrieval.

Skill in: (at entry)

- Dealing with the public in a courteous, diplomatic manner in regular or contentious situations and responding with a high degree of professionalism.
- Communication, map reading, organization, problem solving, and writing.
- Utilizing the Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint.
- Making and recording accurate field observations

- Applying technical research methodologies
- Writing technical reports.
- Performing accurate mathematical computations and measurements.
- Using computers and related software applications

Ability to: (at entry)

- Communicate effectively with officials, co-workers, the general public, representative of organizations and others sufficient to exchange or convey information and receive work direction.
- Understand and interpret plot plans, site plans, blueprints, and specifications.
- Prepare comprehensive and accurate memorandums and reports.
- Establish and maintain effective working relationships and effective communication with the public, contractors, and other employees and agencies.
- Reason and process numbers effectively.
- Change direction and refocus between tasks.
- Prepare a variety of plans, specifications, maps and graphic materials.
- Effectively represent the Township and the department.

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, listen, 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 seeing 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.