

ZONING ADMINISTRATOR

Job Description

General Supervision:

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

Essential Functions and Responsibilities:

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. Notifies applicant, in writing, if the proposed use is not in compliance with ordinance standards and assists with an appropriate alternative administrative remedy necessary to attain compliance.
- 5 Performs inspection duties to ensure land use changes are in compliance with the Zoning Ordinance.
- 6 Attends monthly Planning Commission meetings, acts as the Planning Commission Recording Secretary. Reports on zoning issues and advise on issues related to zoning administration. Evening meetings can be expected.
- 7 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.
- 8 Ability to write with clarity, to carry basic communications with permit applicants, related government agencies and other offices as necessary.

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 forms; and may propose solutions to any problem encountered in administering the Zoning Ordinance.

Office Administration

- 1 Submits daily, transmittal of zoning permit fees collected, cash, and 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.

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 Attends professional schools, seminars, and/or conferences as needed to stay up-to-date on laws, zoning trends, and other information pertinent to zoning.
- 4 Be accessible to the public with established hours at the Township Hall.

Other

- 1 Performs other duties as may be specified by the Zoning Ordinance.
- 2 Accepts other responsibilities as needed.

Employment Qualifications

Education

- 1 Graduation from an accredited high school or GED equivalent with drafting and/or site plan and blueprint reading skills a plus.
- 2 An ability to read legal descriptions and similar pertinent documents to zoning administration.
- 3 Knowledge of Microsoft Office.

Experience:

- 1 Prefer individuals who have working knowledge of zoning law or past experience as a zoning administrator.
- 2 Ability to work and communicate with others.
- 3 Ability to speak before groups and organizations.
- 4 Ability to pay close attention to details.

- 5 Must possess good organizational skills.

Prioritize and schedule work load appropriately.

- 1 Be able to work independently with little supervision.
- 2 Meet deadlines.
- 3 Must have current, valid Michigan vehicle operator's license and provide own transportation.

Working Conditions/Environmental Factors

- 1 Work inside in office conditions some of the time and outside some of the time.
- 2 Regularly travel to locations throughout municipality.