

# Grattan Township Zoning Administrator Job Description

## **General Summary:**

Under the direction and supervision of the Grattan Township Planning Commission the zoning administrator administers the Zoning Ordinance, as written, without authority to deviate from the Ordinance. The zoning administrator is an employee of the government, appointed by the legislative body. He is responsible to the legislative body. 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.

## **Zoning Administrator Essential Functions and Responsibilities: A.**

### **Zoning Administration**

1. Must become thoroughly familiar with the zoning ordinances, and all other township ordinances and appropriate forms.
2. Is responsible for the overall administration and enforcement of the Zoning Ordinance.
3. Accepts and reviews site plans, land divisions, variance and special use requests, and zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the applications.
4. Issues the appropriate land-use permit when all provisions of the Ordinance are in compliance and maintains a complete file of permits issued with office administrator. Notifies applicant, in writing, if the proposed use is not in compliance with ordinance standards, and assisted with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to attain compliance.
5. Performs inspection duties to insure land use changes comply with the Zoning Ordinance.
6. Identifies, 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. 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.
9. Ability to write with clarity to carry on basic communications with permit applicants,

related governmental agencies and other offices as necessary.

## **B. Zoning Enforcement**

1. Investigates along with or through the zoning enforcement officer 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 as required.
3. Attends meetings as required and follows the directives of the Zoning Board of Appeals.
4. Develops recommendations regarding zoning amendments, 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.
6. Testifies, as necessary, at public and judicial hearings.

## **C. Office Administrator performs these functions with the building and zoning department heads**

- I. 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 application 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 Commissioners (Zoning Board members), 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 ordinances available to the public.
6. Prepares or works with the appropriate staff or offices (such as but not limited to; municipal clerk, Planning Commission (Zoning Board) secretary) to prepare, publish, post, send and/or deliver public notices for meetings and hearings.
7. Turns in written report (each month or more frequent) to the legislative body, which itemizes mileage and expenses and hours worked.

8. Attends meetings of the legislative body, usually evening meetings to do transcribing.

#### **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 at least twice a year to stay up-to-date on laws, zoning trends, and other information pertinent to zoning administration.
5. Be accessible to the public by scheduled appointments and site visits as required **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, and supervisor) as applicable.

## **Employment Qualifications:**

### **I. 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 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, computer operating system, (computer networking abilities).
- C. Prefer individual who has working knowledge of zoning law or past experience as a zoning administrator.

### **2. Experience:**

- A. Previous experience is recommended..

### **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 or 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. Walking over uneven terrain, on stairs, to conduct site inspections, specific studies, and evaluations.
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 home & 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.