

BAY TOWNSHIP

ZONING ADMINISTRATOR POSITION DESCRIPTION

1. SCOPE OF ZONING ADMINISTRATOR SERVICE

The Township will appoint a Zoning Administrator with the duties and responsibilities as generally described in the Bay Township Zoning Ordinance Article XVIII (Ordinance). In addition, the Zoning Administrator shall be responsible for performing other Zoning Administrator duties referred to from time to time in the Ordinance as well as other ordinances of the Township.

The Township Zoning Administrator is appointed by the Bay Township Board of Trustees (Board), however, it is understood the Board's appointment responsibility is not intended to establish a direct supervisor-subordinate relationship. The Zoning Administrator is expected to carry-out his duties and responsibilities independently of the Board, any other Township body, any Township elected official, and Township legal counsel using his professional background and judgment.

The Zoning Administrator is retained to render his independent professional opinions based on his professional training, experience and expertise and that all conclusions and opinions rendered will be his conclusions based solely on his professional training, experience and expertise.

The Zoning Administrator will assist the Zoning Board of Appeals Chairperson in conducting notification mailings required by the Zoning Board of Appeals and is responsible for maintaining and updating the Township web site, as required.

2. HOURS OF SERVICE

The Zoning Administrator will determine the hours of service that will result in meeting the needs of the Zoning Administrator and Township's citizens, and may hold regular business hours at the Bay Township Hall, but is not required to do so.

3. REPORTS

The Zoning Administrator will submit monthly written reports describing his activities to the Board as well as the Bay Township Planning Commission (Commission)

4. ATTENDANCE AT MEETINGS

The Zoning Administrator shall attend all regular Board, Planning Commission and Bay Township Zoning Board of Appeals meetings.

5. INSURANCE AND TAXES

The Zoning Administrator is responsible for workers compensation insurance, state, federal and FICA/self employment taxes as a self-employed person, and is responsible for maintaining adequate property damage and personal liability insurance on any vehicle used to perform Township Zoning Administrator duties.

6. RECORDS

All property zoning records, data and information in the possession of or available to the Township pertaining to the Township's properties is available to the Zoning Administrator. The Township will furnish copies of maps and make its property tax assessor available, as needed, to provide information that would assist in performing his duties. The Zoning Administrator will maintain the Township property zoning records by updating them to reflect his activities.

7. EXPENSES

The Township will pay for postage, proscribed forms, maps and any other necessary administrative expenses for the Zoning Administrator to carry out his responsibilities. Such expenses will be reimbursed with appropriate expenditure proof. The Zoning Administrator is responsible for all of his vehicle expenses.

8. CONSULTING FEES

Should the Zoning Administrator be required to represent the Township in Township legal matters, such as court appearances, depositions, and meetings with Township's legal counsel, such services will be compensated at an hourly rate.

9. MISCELLANEOUS

If the Zoning Administrator is named as a defendant in a legal action as a result of services performed under his duties, the Township will provide for the defense, and will pay any damages assessed against the Zoning Administrator provided that such damages do not arise from his malfeasance.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

Bay Township is an Equal Opportunity Employer and will not discriminate among applicants or employees with regard to race, religion, sex, age, national origin, height, weight, marital status, non-disqualifying disability, veteran status or on the basis of any characteristic that is protected by state or federal law.