

# **Zoning Administrator Job Description**

## **Responsibilities and Expectations**

- The Zoning Administrator has overall responsibility to administer and enforce the ordinances of the Townships
- The position also serves as staff liaison to the Township Planning Commission and Zoning Board of Appeals
- Review all land use applications for completeness and compliance with all ordinances including zoning permit, special use permit, variance requests and parcel division applications.
- Prepare staff comments including sections of ordinances for Zoning Board of Appeals, Planning Commission and Board of Trustees
- Maintains a record of permits issued with supporting documentation kept at the township hall.
- Performs periodic inspections to ensure permits and land use changes comply with the zoning ordinance
- Write violation notices and where applicable, civil infractions
- Attends and submits a report to all Township Board, Planning Commission, and Zoning Board of Appeals meetings.
- Advises on issues related to zoning administration
- Communicate in a timely manner to inquiries from the public
- Testify, as necessary, at public and judicial hearings
- Assist and give feedback to the board and planning commission in developing and editing ordinances for the township
- Assist the public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications
- Directs individuals to the proper agencies for other needed permits
- Any other responsibilities assigned by the Board of Trustees

## **Qualifications**

- Knowledge of Michigan statutes pertaining to township zoning, planning, and land division
- Ability to analyze and interpret site plans, blueprints, and legal documents
- Excellent communication and technology skills
- Good organizational skills including the ability to prioritize, schedule workload, and meet deadlines.
- Ability to work independently with little supervision.
- Have a valid Michigan driver's license and provide their own transportation
- Submit to a background check.