

PLANNING AND ZONING ADMINISTRATOR – JOB OPENING
CHARTER TOWNSHIP OF FENTON

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Zoning Administration

- Must become thoroughly familiar with the Township Zoning Ordinance and appropriate forms.
- Responsible for the overall administration of the Township planning and zoning functions.
- Accept and review zoning permit applications and determines compliance with the provisions of the Zoning Ordinance and completeness of the application.
- Issue zoning permits when an application complies with the relevant provision of the ordinance.
- Notify applicants if a proposed use does not comply with the ordinance standards, and assist with an appropriate alternative procedure, appeal, or any other administrative remedy necessary to attain compliance.
- Perform physical inspections related to site plan compliance and to insure land use changes comply with the Zoning Ordinance.
- Accept and process all applications to the Planning Commission and the Zoning Board of Appeals.
- Prepare meeting packets for Planning Commission and the Zoning Board of Appeals.
- Attend and serve as recording secretary for all Planning Commission and Zoning Board of Appeals meetings, (evening meetings are required).
- Conduct technical reviews and site inspections in addition to making staff reports to the Planning Commission and Zoning Board of Appeals on project proposals such as, but not limited to: special use permit applications, zoning amendments, variances and appeals.
- Must be able to write with clarity and communicate effectively with applicants, related governmental agencies and other offices as necessary.
- Monitor the construction of building structures and/or land modifications to assure compliance with applicable zoning ordinances
- Propose solutions to problems encountered in administering the Zoning Ordinance.
- Testify, as necessary, at public and judicial hearings regarding zoning and land use.

Planning Administration

- Guide the Planning Commission process of developing proposed Zoning Ordinance amendments.
- Maintain the master documents of proposed ordinance changes during their development.
- Record the chain of change recommendations as resolved by the Planning Commission for submission to the Township Board.
- Research statutes and statute changes for inconsistencies with the Charter Township of Fenton Zoning Ordinance and submit recommendations for ordinance amendments to ensure conformity, consistency, and lack of redundancy with the statute.
- Perform research, draft language, and make recommendations to the Planning Commission as requested pertaining to specific proposed amendments to the Zoning Ordinance initiated from the master plan or from other inspiration.
- Review the master plan and current ordinances and recommend language to correct internal inconsistencies and ambiguities.

Office Administration

- Administer and follow procedures and policies established for the office.
- Distribute the Zoning Ordinance to the Planning Commission and Zoning Board of Appeals upon request, and to the public upon purchase.

- Keep the zoning map, Zoning Ordinance text, and office records up-to-date by recording all amendments and retaining all official documents.
- Prepare, publish, post send and/or deliver public notices for Planning Commission, Zoning Board of Appeals, Construction Board of Appeals and Dangerous Buildings meetings.
- Prepare an annual report of the activities of the Planning Commission and Zoning Board of Appeals including permits issued/denied, appeals, request for amendments, request for variances and other pertinent zoning administration information.
- Attend meetings of the Township Board, as necessary.

Public Relations, Assistance, Personal Development

- Must be able to work and communicate with elected and appointed officials, and the public with appropriate diplomacy and professionalism.
- Assist the public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications and direct individuals to the proper agency(s) for other needed permits.
- Address the media, as necessary, concerning zoning issues within the municipality.
- Attend professional schools, seminars and/or conferences to stay up to date on laws, zoning trends and other information pertinent to planning and zoning administration.
- Be accessible to the public with established office hours.

Other

- Perform other duties as may be specified by the Zoning Ordinance or Michigan law.
- Accept other responsibilities as may be directed by the Planning Commission, Zoning Board of Appeals, the Township Board or Township Supervisor as applicable.

EMPLOYMENT QUALIFICATIONS

- Bachelor's degree in urban planning or closely related field.
- One (1) to Three (3) years of experience in zoning administration or an equivalent amount of education and professional experience.
- MSU Zoning Administrator Certification preferred (Candidate is required to obtain certifications within two years of employment).
- Must have a valid Michigan driver's license and provide own transportation.
- Knowledge of the structure, policies, and regulations of municipal government.
- Strong basic computer skills and knowledge in use of word processing, database, email, computer operating systems.
- GIS, BS&A and grant writing experience preferred.
- The ideal candidate will have excellent telephone etiquette and skills, have general knowledge of construction and construction terms as appropriate to the zoning reviews and a general knowledge of basic engineering/construction details.

This candidate will have the ability to work independently, be self-motivated and address multiple tasks at a time while providing timely, effective responses. The ability to pay close attention to details, possess good organizational skills, be able to prioritize and schedule workload appropriately and meet deadlines.

PHYSICAL REQUIREMENTS

- Sitting at a desk to operate computers, review application and site plans and meet with public.
- Walking over uneven terrain and up stairs.
- Periodic bending, stooping and kneeling to move items weighing up to 50 pounds from the floor/ground to overhead and vice versa to obtain stored records, books, files, move objects in the field and to operate various field equipment typically a tape measure.
- Operating a vehicle (including at night) to attend meetings, for site inspection, and other functions.

WORKING CONDITIONS/ENVIRONMENTAL FACTORS

- Work inside in an office setting.
- Work outside some of the time, despite weather conditions and exposure to environmental allergens.
- Subject to irregular or extended working hours in order to meet schedules and attend meetings.

SELECTION GUIDELINES

- Formal application
- Rating of education and experience
- Oral interview
- Reference check
- Job related tests may be required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Planning and Zoning Administrator is an employee of the Charter Township of Fenton appointed by the legislative body. He/she is responsible to the legislative body. The Township Supervisor, however, shall be considered his/her immediate supervisor. The Planning and Zoning Administrator is also subject to the rulings, policies, and contracts of the Township as they affect all the employees of the government.