

## **Policy: Zoning Administrator Job Description**

### **I. Zoning Administrator Appointment and Reporting Structure**

1. The Zoning Administrator shall be appointed by the Blue Lake Township Board of Trustees and report to the Blue Lake Township Supervisor.

### **II. General Description of Zoning Administration Duties**

#### **1. General**

- Must become thoroughly familiar with zoning ordinance and appropriate forms.
- Responsible for the overall administration and enforcement of the Zoning Ordinance.
- Accepts and reviews zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the application.
- Issues the appropriate land-use permit when all provisions of the Ordinance are in compliance and maintains a complete file of permits issued. Notifies applicant, in writing, if the proposed use is not in compliance with the ordinance standards, and assists with an appropriate alternative administrative remedies necessary to attain compliance.
- Performs inspection duties to ensure land use changes are in compliance with the Zoning Ordinance. The use of check lists and instruction lists is required.
- Identifies, inventories and monitors nonconforming uses.
- 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.
- Conducts technical reviews, site inspections and makes staff reports to the Planning Commission and Zoning Board of Appeals on specific project proposals such, but not limited to special use permits applications, conditional use permit applications, zoning amendments, variances and appeals.
- Ability to write with clarity, to carry basic communications with permit applicants, related government agencies and other offices as necessary.

#### **2. Zoning Enforcement**

- 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 evidence.

- Presents case facts and explains decisions of the Zoning Administrator's office before the Board of Appeals.
- Attends meetings and follows the directives of the Zoning Board of Appeals, usually at evening meetings.
- Develops recommendations regarding zoning amendments, zoning permits fee structures, zoning forms; and may propose solutions to any problem encountered in administering the Zoning Ordinance.
- 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.

### **3. Office Administration**

- Submits, at least monthly, (1) transmittal of zoning permits collected, (2) cash and checks to the treasurer.
- Submit one copy of the zoning permit applications to the tax assessor in a timely manner.
- Administers and follows procedures and policies established for the office.
- Distributes zoning ordinances to Planning Commission Members, Zoning Board of Appeals and to the public.
- Attends Planning Commission Meetings (usually at night)
- Keeps the zoning map 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.
- Works with the appropriate staff or offices (such as but not limited to, Township Clerk, Planning Commission and Board of Appeals secretaries) to prepare, publish, post, send and/or deliver public notices and /or meetings and hearings.
- Submits written report (each month) to the Township Board to include the number of new Zoning Permits Received, Current Open Permit Count, Permits closed in the month, new violations or new complaints, and an update on Short Term Rentals License during the renewal period.
- Submits written (annual) reports which includes: permits issued/denials, appeals, request for amendments, request for variances and other pertinent zoning administration information.
- Attends meetings of the Township Board, as necessary, usually evening meetings.

#### **4. Public Relations, Assistance, Personal Development**

- Ability to work and communicate with elected and appointed officials and the public with appropriate etiquette and diplomacy.
- Assists the general public, applicants, developers, and their representatives with zoning inquiries, proposal and applications. Directs the individual(s) to the proper agency/agencies for other needed permits.
- Ability to address various service groups and work with the media concerning zoning issues within the township.
- Attends professional schools, seminars, and/or conferences as needed to stay up-to-date on laws, zoning trends and other information pertinent to zoning.
- Be accessible to the public with established hours at the Township Hall.

#### **5. Other**

- Performs other duties as may be specified by the Zoning Ordinance.
- Accepts other responsibilities and may be directed by the (Township Board or Supervisor) as applicable.

### **III. Employment Qualifications**

#### **1. Education**

- Employee should have the equivalent of the following training and experience:
  - Graduation from an accredited high school or GED equivalent with rafting and/or site plan and blueprint reading skills.
  - A deductive, logical system of thought common in reading and interpreting legal documents.
  - Ability to read legal descriptions and similar pertinent documents to zoning administration.
  - Some basic computer skills and knowledge in use of word processing and computer operation systems.

#### **2. Experience**

- Prefer but not required individuals who have working knowledge of zoning law or past experience as a zoning administrator.

#### **3. Necessary Knowledge, Skills and Abilities**

- Ability to work and communicate with elected and appointed officials and the public with appropriate etiquette and diplomacy (written and oral).

- Telephone etiquette and skills
- Ability to speak before groups and organizations.
- Knowledge of construction and construction terms as appropriate to zoning reviews.
- Ability to pay close attention to details.
- Must possess good organizational skills.
- Prioritize and schedule work load appropriately.
- Be able to work independently with little supervision.
- Meet deadlines.
- Must have current, valid Michigan vehicle operator's license and provide own transportation. Also, must have automobile insurance

#### **4. Physical Requirements**

- Sitting at a desk to operator computers, review applications and site plans and meet with the public.
- Prolonged walking over uneven terrain, on stairs, hand grip to pull one's self over obstacles in order to conduct site inspections.
- Periodic bending, stooping and kneeling to move items weighing up to 40 pounds from the floor/ground to overhead to obtain stored records, books and files.
- Operating a vehicle (including at night) to attend various meetings, site inspections, and other functions.

#### **5. Working Conditions/Environmental Factors**

- Work inside in office conditions some of the time.
- Work outside some of the time, despite weather conditions and exposure to environmental allergens (grasses, weeds, pollen, trees) due to little flexibility for scheduling.
- Regularly travel to locations throughout the township.
- Subject to work related calls after hours.